nielsen

BookData Online

User Manual

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Nielsen BookData

www.NielsenBookdataOnline.com

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by Nielsen Book Services Limited

BookData Online - a unique service for booksellers, libraries and publishers worldwide

Welcome to BookData Online, our flagship database of books and related products. As well as fast and efficient search and discovery of comprehensive, content-rich and up to date product information, this service also provides the facility to order from all UK book suppliers, track orders online, and obtain real-time price and stock information. An array of features and functions are provided to manage information and personalise the service.

BookData Online

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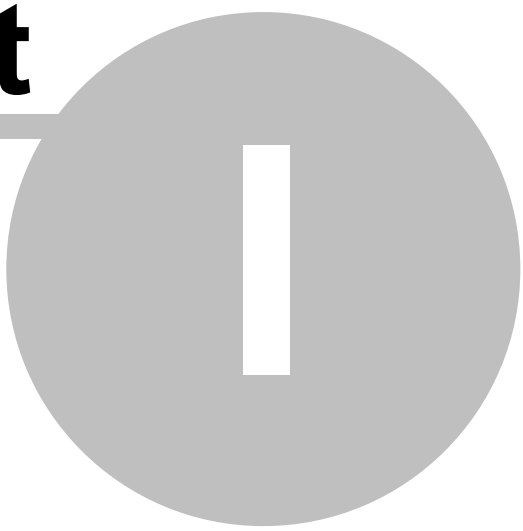
Using this product for the first time

Part



1 Using this product for the first time

The first time you log on you will see the message below and the Preferences page will display. Please follow these instructions before proceeding with any searches.

Please take a minute to select your region from the Territory dropdown below. This will ensure the summary views of results display price and availability information from suppliers in your chosen territory as a preference. The full page view displays all territory information.

Please enter an email address so that you can receive New title alerts.

Your password can be changed here, please be aware that our Customer Services team will see your new password in the administration system.

Click on the Submit button to ensure that your changes take effect. Preferences set now can be changed again at any time.

See also:

Preferences

To download bibliographic search help guide
http://www.nielsenbookdata.co.uk/controller.php?page=178

To download order tracking help guide http://www.nielsenbookdata.co.uk/controller.php?page=178

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Quickly Getting Started

Part II

2 Quickly Getting Started

From the Welcome screen either:

enter your search criteria in the Quick Find box and click the submit button

click on Search Now of either Book Search or Supplier Search or click New Search

or click Login Now

If you are not already logged in you will be prompted to enter your user name and password.

The results from the Quick Find search will display. Your titles will initially be displayed in a default multi- line summary display showing jacket image (where available), title, main contributor, imprint, publication date, format, price, availability, distributors and wholesaler flagging – sorted alphabetically by Title.

or the default Product Search form appears containing the most popular and useful search criteria

or the Supplier Search form appears.

Click in the box of a field and enter the word/words you wish to find and click Search Now.

Search terms can be words (i.e. in the title, author name or publisher, distributor, wholesaler names) and/or selections (ie binding or wholesaler availability) as well as ISBN or date of publication.

Use the wildcard asterisk (*) after your search term to expand a search (i.e. shop* will find records with shop, shops, shopping, shoppers, shoplifting, etc.).

By default, the results returned include all of your search terms. There is no need to include AND between terms.

Sometimes you'll only want results that include an exact phrase. In this case, simply put quotation marks around your search terms e.g. "harry potter"

Use pipe (|) in keyword or title fields to search for single word titles (i.e. |Boy| This will only display results for "Boy" and not results with the word "Boy" in the title.)

When you have finished using the service click **logout** to close your session and release it for another user.

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IP Login

Part III

3 IP Login

The service can be accessed via IP authentication. If your subscription has been set up with your IP address you will not need to enter a user name and password to log on. To access either:

enter your search criteria in the Quick Find box and click the submit button

click on Search Now of either Book Search or Supplier Search or click New Search

If you click Login Now the login screen prompting you for your user name and password will display, if you do not have these click on the no user name and password link.

When you have finished using the service click **logout** to close your session and release it for another user.

Logging in to a restricted access subscription (Form Login)

If your main subscription is set up for IP login, users that need to access a different subscription will need to enter a user name and password by clicking Login Now.

When you have finished your session it is good practice to log out by clicking on the logout link at the top of the screen.

N.B. Selecting the Click here link will log you in to the general access IP subscription. Mistyping your user name or password will log you in to the general access IP subscription.

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Terms and Conditions

Part IV

4 Terms and Conditions

For the latest version of these terms and conditions please http://www.nielsenbookdata.co.uk/controller.php?page=876.

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Searching

Part V

5 Searching

Search the bibliographic database using Quick Find, Product search or Bulk search.

Search the Supplier database to locate the names and address of publishers, distributors and wholesalers.

5.1 Quick Find

You will find the Quick Find search box on every screen. Simply type one or more search terms (ISBN or the words or phrase that best describe the information you want to find) into the search box and hit the 'Enter' key or click the submit button .

All the following fields are searched and produce a results page related to your search terms.

Product ID (ISBN 10 & 13, hypenated ISBN 10 & 13, ISMN and EAN, replacement ISBN)
Title
Series
Number in Series
Contributors
Publisher Name
Imprint Name
Short Description
Long Description
Review
Table of Contents
Author Biography
BIC Qualifier
BIC Subject
BIC Subject Keyword
Library of Congress
Name as Subject
Prizes

You may find you get more results than you expected because your search term has been found in many fields. Try using phrase searching (put quotation marks around your search terms e.g. "harry potter") or use the Product Search form to limit your search to the appropriate field e.g. Title.

See Also:
Wildcard searches
Single Word searches
Phrase searches
AND OR NOT searches

5.2 Product Search

The Product Search allows you to perform a comprehensive search by filling in the search text boxes. You enter the values you want in these text boxes, combining different text boxes to link fields. You can cut, copy and paste text from and to the search form text boxes. Some fields, for example binding, display all the choices available and you simple select the ones you want to include or sometimes exclude.

Using the Search Form

To enter your search terms into a search text box click in the text entry box next to the appropriate Search Field name and type the relevant details. Search fields may be added or removed with Quick Builder or Form Builder.

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Use the Index link to view and/or select searchable values for a field.

Fields that are commonly used to filter a search, for example binding and publication date, present all the options available allowing you to easily select from the list or complete the criteria required.

Change how your results will display by selecting either Single Line Display, Multi Line Display or Full Page View (your default is selected already).

Hit the Enter key or click the Search Now button to execute the search.

Click on Clear Form to remove unwanted criteria or click on New Search or Product Search tabs to display a fresh search form.

By default, only pages that include all of your search terms are returned. There is no need to include "and" between terms. Keep in mind that the order in which the terms are typed will affect the search results. To restrict a search further, just include more terms.

Searches are not case sensitive. All letters, regardless of how you type them, will be understood as lower case. The only exception to this is the AND OR NOT operators which must be entered as capitals.

See Also:
Viewing the Indexes
Complex Searches
Search History

5.2.1 Viewing the Indexes

About the Index Display

The index display allows you to view searchable values for a field. Use the Index if you're not sure of the precise value to search on. You can select values from the index display to include in your search.

For all indexes apart from the new BIC tree navigators, you will be prompted to enter the stem of term you are looking for. Then all the words or phrases that begin with that stem will display and you can make your selection. Your selection is copied back to the Product Search Form or you can just search directly.

To display the index
On the Product Search form click the radio button under the index heading next to the required field. The Index Browse screen will display (if it does not, click on browse selected index).

For all indexes apart from the new BIC tree navigators, enter the beginning of the term you are looking for in the Stem box and click browse index.

Some indexes have the option to find your stem in phrases or single words within phrases. For example, in the author index entering the stem "rowling" with search phrases selected will search author name as a phrase (surnames and forename) returning results as Rowling Edwina, Rowling JK, Rowlingson Edna V; changing to search words in phrases will search surnames and forenames separately returning results as rowling, rowlings, rowlingson.

The matches found are displayed together with the number of records.

Click on your chosen index item(s) and they display in the Search Terms box.

Select All of the terms to AND the terms together (e.g. black AND cat) or select Any of the terms to put OR between the terms (e.g. black OR cat).

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Click Add to Search to copy the search terms to the Product Search Form and you can click search now from there or click search directly to execute the search using the search terms selected and any other criteria you had already entered on the Product Search Form.

BIC Tree Navigator
We have developed a dedicated BIC Tree Navigator to try and simplify use of the complex and highly structured BIC classifications. This is intended to make searching BIC codes much more user-friendly.

You can navigate through the BIC tree by clicking on the headings links (e.g. The Arts (A)) . Click the heading once to expand, click the same heading again to collapse. Select values for searching by selecting the tick box and hit Choose selected subjects.

Selecting the Include sub categories box will mean that all classification that are subsidiaries of your selected term will also be included. The include sub categories is selected by default so deselect if you do not want sub categories.

Use the Text search to find all BIC Subject Categories that include a particular word. You can then link on the code or translation to see it in main hierarchy and select it as appropriate.

Click Add to Search to copy the search terms to the Product Search Form and you can click search now from there or click search directly to execute the search using the search terms selected and any other criteria you had already entered on the Product Search Form.

5.2.2 Changing Search Fields

By default the short Product Search form displays showing the following fields:

ISBN / EAN
Title
Author/Contributor
Keyword
Publisher/Imprint
Author/Title code
BIC Subject Keyword
Publication Date
Publishing Status
New Title Search

If you are using another Saved Form as the default a different set of fields will display.

Use Quick Builder from the Product Search form to add fields or click on Form Builder to add, remove and sequence available fields or use a different saved form.

5.2.2.1 Quick Builder

From the Product Search form add more search fields using Quick Builder.

From the drop down list select the search field you want to add and click Add selected field. The new field will display on the form in its default position.

To remove or change the position of the added field use Form Builder.

To save the changes so you can use the form layout again or make it the default search form use Save Form.

See also:
Search Fields

5.2.2.2 Form Builder

Form Builder allows you to create a Product Search Form that includes only the fields you want and in the sequence you want to see them. You can create and save multiple search forms so you can select

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the most appropriate form for your current task.

Select Form Builder from the menu bar.

The list of available search blocks (1 - 9) displays. Basic Search Fields (the search field text boxes) are defaulted to position 1. Tick any other search block items required and amend their sequence on the form by changing the position number. Deselect any items you don't want. A search block is a field where we have listed all the options available and you select the options you want. The search block fields are usually used to filter you main search criteria.

From the Basic search fields builder select the fields (text boxes) you want in the Basic Search Fields block. Tick the items required and amend their sequence on the form by changing the position number. Deselect any items you don't want. Enter sequence numbers as 1, 2, 3, 4, etc.

Click View Form to display the changes on the Product Search Form. *Remember* your form will return to the default when you log out unless you save the form either by clicking Save Form here or from the Product Search form.

Click Save Form to save your changes.

Click Defaults to return the selections to the default.

Click Clear Form to remove all selections except Basic Search Fields.

See Also:
Search fields
Saving forms

5.2.2.3 Saving Forms

This facility enables you to save and recall search forms which you intend to use regularly.

The Save Form command on the Product Search Form or Form Builder takes you to a dialogue screen which enables you to save a completed search form. You can save up to 50 forms - you'll need to give each saved form a different name and you can add comments by each search to act as a reminder to you or other users within your organisation as to what the saved search form is.

From the Product Search Form or Form Builder click Save Form.

Enter a name and description for the form. The list of other forms you have saved displays to remind you of the names used previously .

Optionally, click Make this default to always use this form.

Click Submit to save the form.

5.2.2.4 Using Saved Forms

Click Saved Search Forms on the menu bar.

The list of available forms displays. Click the title link of the form you want to use now.

To change the form set as the default, select Set as Default against the required form and click Save Default.

5.2.2.5 Managing Saved Forms

Click Saved Search Forms on the menu bar. The list of available forms displays.

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Click Set as Default against the required form and click Save Default.

Click edit name to change the name or description of the form.

Click delete form to remove the form from the list. Deleted forms cannot be recovered.

5.2.2.6 Search Fields

Search Blocks available are:

Search Block	Default position	Searches
Basic search fields	1	Contains the search fields chosen (see below).
Binding/Format	2	
Readership Level	3	
Supplier Availability	4	Availability in chosen territory (see availability codes)
Wholesalers	5	Listed by wholesaler (see wholesaler codes)
Publication Date	6	
Price	7	
Publishing status	8	Include/exclude publishing status Out of Print
New Title search	9	Date record added to database

Search Fields available are:

Title	Default Position	Searches
ISBN/EAN	1	(ISBN 10 & 13, hypenated ISBN 10 & 13, ISMN and EAN, replacement ISBN)
Title	2	Full title and series name
Author/Contributor	3	
Keywords	4	Product ID (ISBN 10 & 13, hypenated ISBN 10 & 13, ISMN, EAN and replacement ISBN) Title Series Number in Series Contributors Publisher Name Imprint Name Short Description Long Description Review Table of Contents Author Biography BIC Qualifier BIC Subject BIC Subject Keyword Library of Congress Name as Subject Prizes
Publisher/Imprint	5	Publisher and Imprint name

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Auth-Title code	6	First 4 letters of author - first 4 letters of title
BIC subject	7	BIC subject code
BIC Subject Keyword	8	
BIC Geographical Code	9	
BIC Language Code	10	
BIC Chronological Code	11	
BIC Educational Code	12	
Dewey	13	
E4L Adult Fiction Code	14	See E4 Libraries
E4L Adult Non Fiction Code	15	See E4 Libraries
E4L Childrens Code	16	See E4 Libraries
LC Subject Heading	17	Library of Congress Subject Heading
LC Class	18	Library of Congress Classification
NC Subjects	19	National Curriculum Subject (England)
Edition Number	20	
Edition Type	21	
Language of text	22	
Translated From	23	
Name as Subject	24	
Prizes	25	
Series Title	26	
Distributor	27	
Country of Publication	28	
BIC Reading Level Code	29	

5.2.2.7 E4 Libraries

As part of the E4Libraries initiative BIC have investigated the use of current industry-standard BIC codes and produced a set of E4Libraries Category Headings - library-oriented category headings applicable across the full range of Adult Non-Fiction, Adult Fiction and Children's / Young Adult stock.

Adoption of a scheme of BIC-based standard subject/genre categories, made available to libraries in addition to existing Dewey classifications, offers the opportunity to reduce cost and streamline workflows by automating the categorisation process, and to support further improvements in stock selection, management, discovery and display.

Please follow this link to the E4Libraries home page on the BIC site for more information: http://www.bic.org.uk/e4libraries/

Below is the list of E4L codes and explanatory text now available on Nielsen Book bibliographic

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records.

e.g.

To search for adult romance titles add the search field E4L Adult Fiction Code and type the code ROM into that field.

To search for children's non-fiction titles for books about animals for readers age 5 plus add the search field E4L Childrens Code to your main search form and enter ANI AND NF5+

To find all Children's fiction titles type F* into the E4L Childrens Code field; all non-fiction enter NF*; all early years enter EY.

For more information about using AND, OR and NOT see the Complex Searches section of the help notes.

E4L Childrens Code

	Subject		Age Level	
Early Years	**BOB**	Books for Babies	**EY**	Early Years
	LRN	Early Learning		
	PCS	Picture Storybooks		
	PIB	Picture Books		

	Subject		Age Level	
Childrens non-fiction	**ANI**	Animals	**NF5+**	Non-Fiction 5+
	ART	Art	**NF7+**	Non-Fiction 7+
	GEN	General	**NF9+**	Non-Fiction 9+
	HIS	History and warfare	**NF11+**	Non-Fiction 11+
	HUM	Humour	**NF13+**	Non-Fiction 13+
	LAN	Languages	**NFXX**	Non-Fiction - age level unknown
	LEI	Leisure		
	LIT	Literature		
	MUS	Music and Entertainment		
	NAT	Nature		
	PEO	People and Places		
	PER	Personal Issues		
	POE	Poetry		
	REL	Religion and Belief		
	RER	Reluctant Readers		
	SCI	Science, Maths and Technology		
	SPO	Sport		
	STU	Study and Revision		
	SUP	Supernatural		
	WOR	Work and Industry		

	Subject		Age Level	

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Childrens fiction	**ADV**	Adventure	**F5+**	Fiction 5+
	ANI	Animals	**F7+**	Fiction 7+
	CLA	Classics	**F9+**	Fiction 9+
	FAM	Families	**F11+**	Fiction 11+
	FAN	Fantasy / Magic	**F13+**	Fiction 13+
	GEN	General	**FXX**	Fiction - age level unknown
	GRA	Graphic Novels		
	HIS	Historical		
	HOR	Horror		
	HUM	Humorous		
	RER	Reluctant Readers		
	ROM	Romance		
	SCH	School		
	SCI	Science Fiction		
	SHO	Short Stories		
	SPO	Sport		
	TRD	Traditional		

E4L Adult non-Fiction Code

E4L Adult Fiction Code

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ADV	Advice and Rights
ANT	Antiques and Collecting
ARC	Architecture and Planning
ART	Art and Design
BAS	Basic Skills
BEA	Beauty and Fashion
BIO	Biography
BUS	Business and Management
CAR	Careers
CHI	Child Care
COM	Computers and IT
COU	Farming and Country Life
CRA	Crafts
CRI	Crime
CUS	Customs and Folklore
ECO	Economics
EDU	Education
ELT	ELT
ENV	Environment and Ecology
FAM	Family and Relationships
FIN	Finance and Accounting
FOO	Food and Drink
GAR	Gardening
GAY	Gay/Lesbian Interest
GEN	General
GEO	Geography
HEA	Health and Fitness
HIS	History
HOB	Hobbies and Games
HOU	House and Home
HUM	Humour
IND	Industry
LAN	Languages
LAW	Law
LIB	Libraries and Museums
LIT	Literature
MAT	Mathematics
MED	Media Studies
MUS	Music
PAR	Paranormal
PER	Performing Arts
PET	Pets
PHI	Philosophy
PHO	Photography
POL	Politics and Government
PSY	Psychology
REL	Religion
SCI	Science
SCP	Popular Science
SOC	Society
SPO	Sport
TEC	Technology
TRA	Transport
TRG	Travel Guides
TRV	Travel and Tourism
WAR	Warfare and Defence

ADV	Adventure
CLA	Classics
CRI	Crime
FAN	Fantasy
GAY	Gay/Lesbian Interest
GEN	General
GRA	Graphic Novels
HIS	Historical
HOR	Horror
ROM	Romance
SAG	Saga
SCI	Science Fiction
SST	Short Stories
THR	Thriller
TRA	Fiction in Translation
WES	Western

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5.2.3 Complex Searches

By default, only returns pages that include all of your search terms are returned. There is no need to include AND between terms. Keep in mind that the order in which the terms are typed will affect the search results. To restrict a search further, just include more terms.

To increase or decrease the number of records found try using the wildcard (* or ?), single word(|), phrase (" ") or AND OR NOT operators.

Search Term Precedence

Search terms are processed from left to right.

When a Form Search screen contains more than one field the search terms are processed from left to right for each field and fields are combined from top to bottom. Different fields are always joined by AND so their sequence on the search form is not important.

5.2.3.1 Wildcard Searches

Wildcard searching allows you to widen a search on a textual or name field by including a truncation symbol (* or ?) in your search term. The * symbol is used to match any number of characters and the ? symbol is used to match a single character.

Examples of truncation:

Searching for variants of words, for example BEACH* to find Beachball, Beachams, etc

Searching for words with different spellings, for example COL*R for colour and color.

Searching for titles with ISBN prefix, for example 07139*

Searching for a word where a single character may vary, for example WOM?N to find woman and women; fertili?er to find fertiliser and fertilizer.

5.2.3.2 Single Word searches

Finding single word titles can be difficult, especially if the title is also a common word. Put the pipe symbol (|) round your search term and the single word will be found.

For example, |boy| will find the title "Boy" but not "101 Things for a Boy to Make".

You can also use it to find an exact match of more than one word, for example |The War of the Worlds| will return titles where the title is only The War of the Worlds and exclude titles with other words in the title.

5.2.3.3 Phrase Searches

Sometimes you'll only want results that include a phrase. In this case, simply put quotation marks around your search terms.

For example a title search for “Nuclear fuel” will include titles were these words adjacent to each other eg. “The International Nuclear Fuel Market” but not “Nuclear Energy and its Fuel Cycle”.

To find the exact match of a phrase or word put the pipe symbol (|) around your search terms, for example
|The War of the Worlds| will return titles where the title is only The War of the Worlds and exclude titles with any other words in the title.

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5.2.3.4 AND OR NOT Searches

Operators are used to link search terms or fields. Depending on the operators used and the contents of the database, the number of search hits will be broadened or narrowed. AND OR NOT must be entered in CAPITALS.

The **AND** operator is used to narrow a search by including specific terms. For example, ABANDONED AND ABACUS would include all records where the search field contains both the word ABANDONED and the word ABACUS.

The **OR** operator is used to broaden a search by including any terms. For example, ABACUS OR ABANDONED would include all records where the search field contains either the word ABACUS or the word ABANDONED or both words.

The **NOT** operator is used to narrow a search by excluding specific terms. For example, ABANDONED NOT ABACUS would include all records where the search field contains the word ABANDONED but not the word ABACUS.

You **cannot enter NOT** as the first term in any search field. Likewise you cannot select exclude in the binding or readership search blocks without entering other search criteria.

If you enter two or more terms in a search field just separated by a space, eg FOOD BOOK, the system will treat them as though they are joined with AND operators, so will look for records which have both words in that field. However, for some fields using AND would not make sense so we have used OR for example ISBN, BIC codes, E4L codes, bindings, readership selections, status and wholesaler availability.

When a Form Search screen contains more than one field the search terms are processed from left to right for each field and fields are combined from top to bottom. Different fields are always joined by AND so their sequence on the search form is not important.

Search Term Nesting

Using brackets you may nest search terms to ensure that they are evaluated in the order you require. For example the search GREEN OR RED AND BLACK will first locate the records with GREEN or RED and then select those that contain BLACK. Whereas the search GREEN OR (RED AND BLACK) locate the records that contain both RED and BLACK and also include any records containing GREEN.

You may have more than one set of brackets in a search. For example (GREEN AND BLUE) OR (RED AND BLACK) You may nest sets of brackets. For example (GREEN AND (BLUE OR RED OR BLACK)) NOT YELLOW.

5.2.3.5 Range Searches

Numerical values can be searched using the square brackets and the word TO. For example to find all titles which have been classified with Dewey codes beginning with 610 through to 612 enter in the Dewey search field:

[610 TO 612]

For text strings the curly brackets are used, for example to find all Authors with names between these alphabetic ranges enter in the Author/Contributor field:

{Adams TO Addler}

5.2.3.6 Publication Date Searches

You do not need to complete all month and year boxes to refine your search by publication date.

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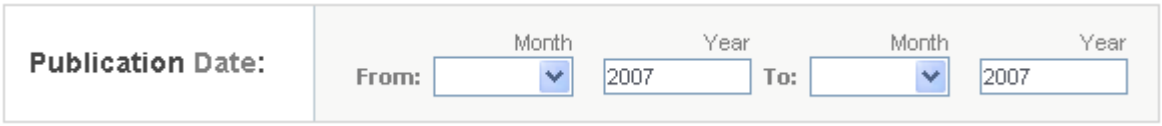
Search for titles published in a year

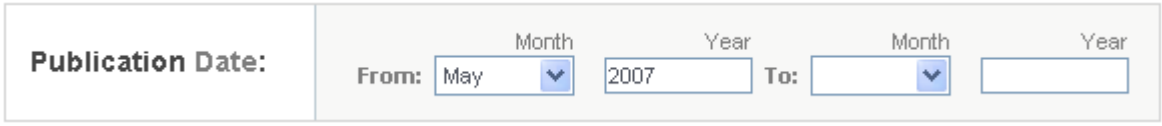
To refine your search by publication year, enter the From Year (leave from month blank) and enter the To Year (leave the month blank) e.g



This example will find all titles published from 1 January 2007 to 31 December 2007.

Search for titles published after a date

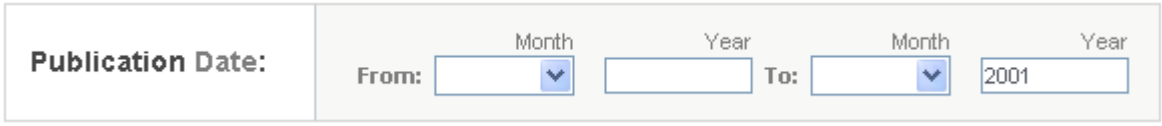
To refine your search for titles published after a date, optionally enter the From month and enter the From Year, leave the To Month and Year blank. e.g.



This example will find all titles published 1st May 2007 onwards.

Search for titles published before a date

To refine your search for titles publlished before a date, optionally enter the To Month and enter the To Year, leave the From Month and Year blank e.g.



This example will find all titles published 31st December 2001 and before.

5.2.3.7 Troubleshooting - No Search Results

Occasionally searches may produce no results and you may see an error message "No books found". Here are some common reasons why:

There is an error in the AND OR NOT logic of your search.

You are searching directly from Browse Index and there are search criteria on the Product Search Form that are also being included in the search.

You have entered a form of a personal name which does not appear in the index - use the Browse Index function to check the index entry.

Too much criteria has been entered, try removing some. If you have entered ISBNs do not enter any other criteria.

We really do not have any records matching the criteria you entered.

5.2.4 Saving Searches

Loading & Saving Searches

This facility enables you to save and recall search strategies which you intend to use regularly and lets

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you run those searches when you wish to do so.

The Save Search button on any Search Results page takes you to a dialogue screen which enables you to save a completed search form and its contents (ie the fields you wish to search and the terms you wish to search for). You can save up to 50 different searches - you'll need to give each saved search a different name, and you can add a description for each search to act as a reminder to you or other users within your organisation as to what the saved search is.

E-mail Alerts
Save a search and choose to have a new title alert set on it. This will automatically run your search every 7 days and, using the e-mail address set in Preferences, send you an email listing titles that are new to the database since the last search.

The **Saved Searches** option takes you to a dialogue screen which shows you all the saved search strategies. Click on the saved search Name to run the search.

Select edit name to change the name and description of the saved search.

Select refine to copy the saved criteria into the Product Search form where you may add more criteria and run the search.

Select delete search to delete the saved search. Deleted searches cannot be recovered.

Search History records your last 50 searches which you can run again or load into the Product Search Form.

5.2.5 Search History

Search History displays the last 50 searches, together with the search criteria used and the number of records found when the search was run.

Click on the search criteria link to run the search again.

Click refine to copy the search criteria into the search form used to run the search, either the product search form or Quick Find. You may then amend or add to the copied criteria.

5.3 Bulk Search

The Bulk ISBN Search screen is designed to allow rapid entry of ISBNs and EANs by keyboard, copy and paste or by loading in a text file of ISBNs or EANs produced by another system.

Key in a list of ISBNs or EANs: press Enter (carriage return) after each ISBN, then key in the next one.

A list of ISBNs or EANs can be copied to the clipboard from Excel, for example, and the contents of the clipboard are pasted into the search field.

Search Now will search of all the ISBNs and EANs in the Bulk ISBN list, and those found will display in the normal results screen display and with all normal functionality available.

Bulk ISBN searches cannot be saved and are not included in search history.

A maximum of 1000 ISBNs can be entered or uploaded from a file.

Loading a Text File

Text Files should contain ISBNs or EANs as a list separated by new line break – i.e. carriage return & line feed.

Use Browse to locate your text file or key in the file path and name. Only text files with a .txt extension

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that are less than 50KB are accepted.

Click Load to load the ISBNs into the ISBN viewer. Click Search Now.

Loading a file populates the ISBN viewer with the file's contents, overwriting any values already in the text box.

5.4 Supplier Search

Supplier Search Form

The Suppliers database includes address and contact details for Distributors and Suppliers of titles included in the main titles database.

The functionality of the Search Form is the same as that in the Product Search Form.

A simple Summary display and detailed display are included to display Supplier details.

Hyperlinks are included in the detailed display to link to and display details of all distributors for a Supplier.

List of available Search Fields

Name
Enter the names of distributors to find their contact details. Further links are provided from publisher records to distributor details where available.

Enter the individual words of the supplier name or enter the name as a phrase by putting quotation marks around your search terms.

Prefix
Enter the ISBN prefix to find the supplier that owns that prefix.

Country
This field allows you to select the country in which a distributor or supplier is located. Select the country from the drop down list.

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Viewing Results

Part VI

6 Viewing Results

The results of your search may be viewed in three ways:

Single Line Summary - showing brief but essential details so you can scroll through a long list.

Mullti Line Summary - showing the core bibliographic information and jacket image

Full Page View - showing the all the data we have on one page.

From any view of results you may:
switch view
refine search
save search
sort
print
export
add to list.

6.1 Single Line Summary

About the Single Line Summary

The summary view lists a screen of between 2 and 200 records at a time, with each record occupying a single or few lines. The default number of records that appear per page is 40. You can adjust this in Preferences.

Using the Single Line Summary

Displayed at the top of the page are the search criteria you entered, the number of records on the page together with the total number of records found (showing items 1 - 40 of 77).

Navigation
Use the navigation links First Next Previous Last to move through the list.

Go to Item:
This item allows easy navigation through a large summary display list. For example the 50th record out of the 100 retrieved is the one that is required. The number 50 can be entered into the text box and then when the Go link is clicked on the summary display will then show a new list of 10 records, starting with the 50th record retrieved.

Sorting
Your records will automatically be sorted by the sort order set in preferences. If no sort order is set the results are sorted by title.

Click on the column heading to sort results. Change from Ascending to Descending sort by clicking on the arrow in the Availability column.

Advanced Sort
Click Advanced Sort to set up to 4 sort orders, ascending/descending for this set of results. See sort order.

Change View
Click on the title link to display a record in Full Page view.

To change from single line display, select either Multi line summary or Full Page view from the View drop down box. The view may change immediately, if it does not click Switch view.

To change your default view for future searches go to preferences.

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Selecting Records
Clicking in the box next to a record means that it is selected. Use select all on page to select all the records that are displayed on the current page. It is then possible to print, export or add to list the marked records.

Click deselect all on page to remove all ticks on the current page.

Selected records will remain marked when you move to the next page of results. Remember select all and deselect all only select records on the page of results currently displayed.

Refine Search
Click Refine Search to return to the Product Search Form completed with the current search criteria. You can then enter more criteria to refine the search.

See also:
Printing results
Exporting results
Add to List
Save Search

6.2 Multi Line Summary

About the Multi Line Summary

The Multi Line View lists a screen of between 2 and 50 records at a time, showing the core bibliographic data and jacket image, where available. The default number of records that appear per page is 40. You can adjust this in Preferences. Multi line display is the default display.

Using the Multi Line Summary

Displayed at the top of the page are the search criteria you entered, the number of records on the page together with the total number of records found (showing items 1 - 40 of 77).

Navigation
Use the navigation links First Next Previous Last to move through the list.

Go to Item:
This item allows easy navigation through a large summary display list. For example the 50th record out of the 100 retrieved is the one that is required. The number 50 can be entered into the text box and then when the Go link is clicked on the summary display will then show a new list of 10 records, starting with the 50th record retrieved.

Sorting
Your records will automatically be sorted by the sort order set in preferences. If no sort order is set the results are sorted by title.

Advanced Sort
Click Advanced Sort to set up to 4 sort orders, ascending/descending for this set of results. See sort order.

Change View
Click on the title link or jacket image to display a record in Full Page view.

To change from multi line view, select either Single line summary or Full Page view from the View drop down box. The view may change immediately, if it does not click Switch view.

To change your default view for future searches go to preferences.

Selecting Records

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Clicking in the box next to a record means that it is selected. Use select all on page to select all the records that are displayed on the current page. It is then possible to print, export or add to list the marked records.

Click deselect all on page to remove all ticks on the current page.

Selected records will remain marked when you move to the next page of results. Remember select all and deselect all only select records on the page of results currently displayed.

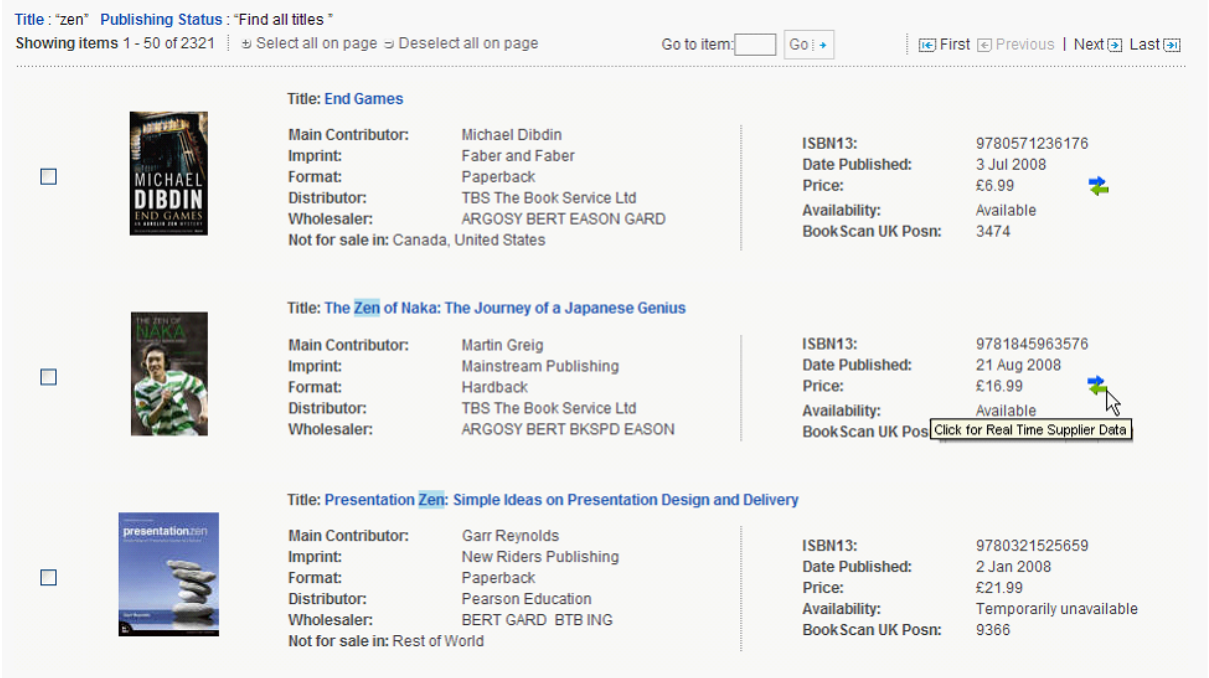
Refine Search
Click Refine Search to return to the Product Search Form completed with the current search criteria. You can then enter more criteria to refine the search.

Real Time Supplier Data

Click the real time supplier data button next to price (see screen shot below) to query the UK supplier's database using your SAN to find your price and real time availability. Once we have connected to the supplier's computer the current retail price and your price, having taken your discount percentage off, will display in the full page view for the item. If you do not have an account with the supplier the message "Unrecognised SAN" displays.

The real time supplier data button will only display for items supplied by our associate UK distributors (see orders).

You will need a SAN (Standard Address Number) to use this service. Your login will determine what SAN is used, so if you have more than one SAN you will need multiple logins. Go to Preferences to see what SAN is associated with your login and whether the Real Time Supplier Data service is switched on. For more information about SANs please go to www.san.nielsenbookdata.co.uk.


Title : "zen" Publishing Status : "Find all titles "
Showing items 1 - 50 of 2321
Select all on page Deselect all on page
Go to item: Go
First Previous | Next Last
Title: End Games
Main Contributor: Michael Dibdin
Imprint: Faber and Faber
Format: Paperback
Distributor: TBS The Book Service Ltd
Wholesaler: ARGOSY BERT EASON GARD
Not for sale in: Canada, United States
ISBN13: 9780571236176
Date Published: 3 Jul 2008
Price: £6.99
Availability: Available
BookScan UK Posn: 3474
Title: The Zen of Naka: The Journey of a Japanese Genius
Main Contributor: Martin Greig
Imprint: Mainstream Publishing
Format: Hardback
Distributor: TBS The Book Service Ltd
Wholesaler: ARGOSY BERT BKSPD EASON
ISBN13: 9781845963576
Date Published: 21 Aug 2008
Price: £16.99
Availability: Available
BookScan UK Pos
Click for Real Time Supplier Data
Title: Presentation Zen: Simple Ideas on Presentation Design and Delivery
Main Contributor: Garr Reynolds
Imprint: New Riders Publishing
Format: Paperback
Distributor: Pearson Education
Wholesaler: BERT GARD BTB ING
Not for sale in: Rest of World
ISBN13: 9780321525659
Date Published: 2 Jan 2008
Price: £21.99
Availability: Temporarily unavailable
BookScan UK Posn: 9366

See also:
Printing results
Exporting results
Add to List
Save Search
Wholesaler Codes

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6.3 Full Page View

About the Full Page View

The full page view displays all the bibliographic data and jacket image, where available, for a single record.

Using the Full Page View

Displayed at the top of the page are the search criteria you entered, the record number of the item you are viewing together with the total number of records found (showing items 2 of 77).

Click on the author name to display all titles by this author.

Click on the series name to display all titles in the series.

Click on the imprint, publisher or distributor to display the organisation's full details.

Click on the availability to read the help text on availability definitions.

Click on the BIC Subject to display all titles with the same BIC code.

Click on Real Time Supplier Data to see current price and availability (see below).

Navigation
Use the navigation links First Next Previous Last to move through the list.

Go to Item:
This item allows easy navigation through a large summary display list. For example the 50th record out of the 100 retrieved is the one that is required. The number 50 can be entered into the text box and then when the Go link is clicked on the summary display will then show a new list of 10 records, starting with the 50th record retrieved.

Sorting
Your records will automatically be sorted by the sort order set in preferences. If no sort order is set the results are sorted by title.

Advanced Sort
Click Advanced Sort to set up to 4 sort orders, ascending/descending for this set of results. See sort order.

Change View
To change from Full Page View, select either Single line summary or Multi line summary from the View drop down box. The view may change immediately, if it does not click Switch view.

To change your default view for future searches go to preferences.

Selecting Records
Clicking in the box next to a record's title means that it is selected. Click again to deselect and the selected tick is removed.

Refine Search
Click Refine Search to return to the Product Search Form completed with the current search criteria. You can then enter more criteria to refine the search.

Real Time Supplier Data

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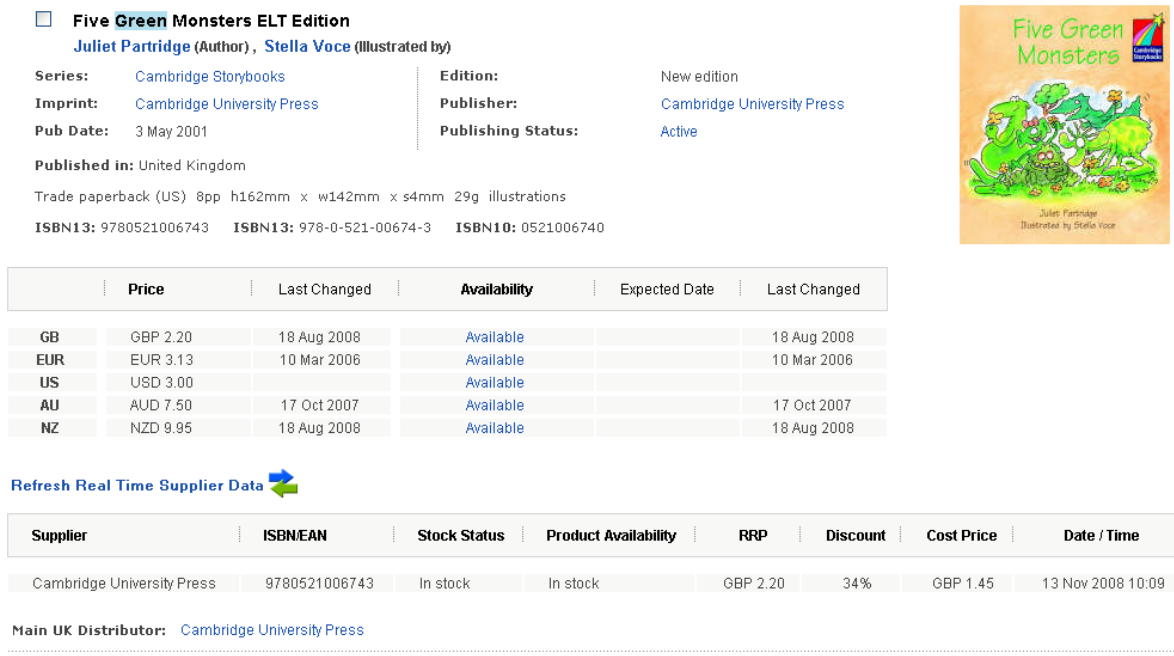
Click the real time supplier data link below the price & availability table to query the UK supplier's database using your SAN to find your price and real time availability. Once BDOL has connected to the supplier's computer the current retail price and your price having taken your discount percentage off will display in the full page view for the item. If you do not have an account with the supplier the message "Unrecognised SAN" displays.


Five Green Monsters ELT Edition
Juliet Partridge (Author), Stella Voce (Illustrated by)
Series: Cambridge Storybooks
Imprint: Cambridge University Press
Pub Date: 3 May 2001
Edition: New edition
Publisher: Cambridge University Press
Publishing Status: Active
Published in: United Kingdom
Trade paperback (US) 8pp h162mm x w142mm x s4mm 29g illustrations
ISBN13: 9780521006743 ISBN13: 978-0-521-00674-3 ISBN10: 0521006740
Five Green Monsters
Price | Last Changed | Availability | Expected Date | Last Changed
GB | GBP 2.20 | 18 Aug 2008 | Available | | 18 Aug 2008
EUR | EUR 3.13 | 10 Mar 2006 | Available | | 10 Mar 2006
US | USD 3.00 | | Available | |
AU | AUD 7.50 | 17 Oct 2007 | Available | | 17 Oct 2007
NZ | NZD 9.95 | 18 Aug 2008 | Available | | 18 Aug 2008
Refresh Real Time Supplier Data
Supplier | ISBN/EAN | Stock Status | Product Availability | RRP | Discount | Cost Price | Date / Time
Cambridge University Press | 9780521006743 | In stock | In stock | GBP 2.20 | 34% | GBP 1.45 | 13 Nov 2008 10:09
Main UK Distributor: Cambridge University Press

The real time supplier data button will only display for items supplied by our associate UK distributors (see orders).

You will need a SAN (Standard Address Number) to use this service. Your login will determine what SAN is used, so if you have more than one SAN you will need multiple logins. Go to Preferences to see what SAN is associated with your login and whether the Real Time Supplier Data service is switched on. For more information about SANs please go to www.san.nielsenbookdata.co.uk

See also:
Printing results
Exporting results
Add to List
Save Search
Wholesaler Codes

6.4 Sort Order

The following sort orders can be set via Advanced Sort or Preferences:

BookScan Chart (for more information see BookScan Chart Sort)
ISBN13
Main Title
Main Contributor
Imprint
Publication Date
Format
UK Price
Australian Price
New Zealand Price
US Price
European Price

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South African Price
UK Availability
Australian Availability
New Zealand Availability
US Availability
South Africa Availability
Publisher
Series Title
Dewey Code
BIC Subject Code
Country of Publication
Publishing Status

6.5 BookScan Chart Sort

Nielsen BookScan Chart Sort option

Combines bibliographic records with the weekly chart positions for total market retail sales from BookScan UK and BookScan Australia to give the BookScan Chart sort option. A clear indicator of weekly bestsellers which can be applied to any set of results.

To view and sort by BookScan UK Chart positions your Territory View in Preferences should be set to United Kingdom

To view and sort by BookScan Australia Chart positions your Territory View in Preferences should be set to Australia.

The BookScan Chart sort can be applied in two ways. It can be run adhoc on a set of results using the Advanced Sort option following the search, the results will be re-displayed in chart position order with the best selling titles from your selection appearing at the top of your results.

Alternatively the option to sort by BookScan Chart can be set in Preferences and will be applied to the results of every search you run.

In the single line summary view results are sorted, to see the chart position across all titles sold select the multi line summary or the full page view.

Records in your result set not in the chart are either unsorted or sorted according to the other fields and directions selected.

BookScan data

Within results sets where many of the titles have sold this week, the first 100 lines of results, or items, will show the chart position of that title for the week. Following this all results will still be sorted by their position number, but only the fact that they have sold this week will display.

This chart does not indicate volumes of sales, nor does it indicate total value of sales. The BookScan weekly chart only takes account of titles which have sold this week, it cannot give any indication of lifetime sales. For more in-depth sales information, analysis and marketing tools please contact info.bookscan@nielsen.com

6.6 Wholesaler Codes

Codes used for the flagging of wholesaler stock:

ARGOSY	Argosy Libraries Ltd
BERT	Bertram Trading Ltd
BKSPD	Bookspeed
BTB	Baker & Taylor International

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EASON	Eason & Son Ltd
GARD	Gardners Books
ING	Ingrams

6.7 Availability Codes

The availability status of a title is given by the publisher (publishing status) and the supplier/distributor (product availability status). For example a publisher may record a title as out of print but a distributor still has some stock so their status is available. The single and multi line summaries display the product availability status only. An explanation of the various statuses is below.

Publishing status		There is only 1 publisher in 1 place at 1 time
CODE	**TEXT**	**ONIX EXPLANATION TO PUBLISHERS**
00	**Unspecified**	Status is not specified (as distinct from unknown): the default if the <PublishingStatus> element is not sent. Also to be used in applications where the element is considered mandatory, but the sender of the ONIX message chooses not to pass on status information.
01	**Cancelled**	The product was announced, and subsequently abandoned; the <PublicationDate> element must not be sent.
02	**Forthcoming**	Not yet published, must be accompanied by expected date in <PublicationDate>.
03	**Postponed indefinitely**	The product was announced, and subsequently postponed with no expected publication date; the <Publication Date> element must not be sent.
04	**Active**	The product was published, and is still active in the sense that the publisher will accept orders for it, though it may or may not be immediately available, for which see <SupplyDetail>.
05	**No longer our product**	Ownership of the product has been transferred to another publisher (include details of acquiring publisher if possible).
06	**Out of stock indefinitely**	The product was active, but is now inactive in the sense that (a) the publisher will not accept orders for it, though stock may still be available elsewhere in the supply chain, and (b) there are no current plans to bring it back into stock. Code 06 does not specifically imply that returns are or are not still accepted
07	**Out of print**	The product was active, but is now permanently inactive in the sense that (a) the publisher will not accept orders for it, though stock may still be available elsewhere in the supply chain, and (b) the product will not be made available again under the same ISBN. Code 07 normally implies that the publisher will not accept returns beyond a specified date.
08	**Inactive**	The product was active, but is now permanently or indefinitely inactive in the sense that the publisher will not accept orders for it, though stock may still be available elsewhere in the supply chain. Code 08 covers both of codes 06 and 07, and may be used where the distinction between those values is either unnecessary or meaningless.
09	**Unknown**	The sender of the ONIX record does not know the current publishing status.
10	**Remaindered**	The product is no longer available from the current publisher, under the current ISBN, at the current price. It may be available to be traded through another channel.

Product Availability		There can be many suppliers across many territories
CODE	**TEXT**	**ONIX EXPLANATION TO PUBLISHERS**
01	**Cancelled**	Cancelled: product was announced, and subsequently abandoned
10	**Not yet available**	Not yet available (requires <ExpectedShipDate>, except in exceptional circumstances where no date is known)
11	**Awaiting stock**	Not yet available, but will be a stock item when available (requires <ExpectedShipDate>, except in exceptional circumstances where no date is known). Used particularly for imports which have been published in the country of origin but have not yet arrived in the importing country.
12	**Not yet available, will be POD**	Not yet available, to be published as print-on-demand only. May apply either to a POD successor to an existing conventional edition, when the successor will be published under a different ISBN (normally because different trade terms apply); or to a title that is being published as a POD original.
20	**Available**	Available from us (form of availability unspecified)
21	**In stock**	Available from us as a stock item
22	**To order**	Available from us as a non-stock item, by special order
23	**Manufactured on demand**	Available from us by manufacture on demand

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30	**Temporarily unavailable**	Temporarily unavailable: temporarily unavailable from us (reason unspecified) (requires <ExpectedShipDate>, except in exceptional circumstances where no date is known)
31	**Out of stock**	Stock item, temporarily out of stock (requires <ExpectedShipDate>, except in exceptional circumstances where no date is known)
32	**Reprinting**	Temporarily unavailable, reprinting (requires <ExpectedShipDate>, except in exceptional circumstances where no date is known)
33	**Awaiting reissue**	Temporarily unavailable, awaiting reissue (requires the <Reissue> composite, and <ExpectedShipDate>, except in exceptional circumstances where no date is known)
40	**Not available**	Not available from us (reason unspecified; if the reason is rights-related, it should be specified in PR.21)
41	**Replaced by new product**	This product is unavailable, but a successor product or edition is or will be available from us (identify successor in <RelatedProduct>)
42	**Other format available**	This product is unavailable, but the same content is or will be available from us in an alternative format (identify other format product in <RelatedProduct>)
43	**No longer supplied by us**	Identify new supplier in <NewSupplier> if possible
44	**Apply direct**	Not available to trade, apply direct to publisher
45	**Not sold separately**	Must be bought as part of a set (identify set in <RelatedProduct>)
46	**Withdrawn from sale**	May be for legal reasons or to avoid giving offence
47	**Remaindered**	Remaindered
48	**Out of print, replaced by POD**	Out of print, but a print-on-demand edition is or will be available under a different ISBN. Use only when the POD successor has a different ISBN, normally because different trade terms apply.
99	**Uncertain**	Apply to customer service

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Save Results

Part VII

7 Save Results

The results of your search or the contents of a list may be printed, exported to a file on your local system to use in other applications or emailed to someone.

On the results pages you will see a tick box beside each title. Optionally select items, either individually or select all on page. Click the Save Results button to display the print, save or email options page.

See also:
Print results
Quick print
Export (save) results
Email results

7.1 Print Results

Save Results - Printing

Two print formats are available:

RTF	Rich Text Format. A universal document file format, unlike Word (.doc), is easily read by many of the word-processing packages available. Use your word processor program to amend the layout as required.
PDF	Portable Document Format. An electronic document that must be read with the Adobe Acrobat computer program.

To print results:

On the results pages you will see a tick box beside each title. Optionally select items, either individually or select all on page. Click the Save Results button to display the print, save or email options page. A maximum of 1000 records may be printed at one time.

1. From the Print, Save or Email page select Output Type **print**.

2. Select File Type **RTF** (text document e.g. MS Word) **or PDF** (format to open with Adobe Acrobat).

3. Choose which records to print:

Selected records	(those ticked)
All records	(All records found on all results pages)
Unselected records	(those not ticked)
Page records	(only the page of results displayed currently)

4. Select the record format:

Single line summary	(same fields and layout as single line display)
Multi line summary	(same fields and layout as multi line display)
Short format	(As full page view but without rights information except any restricted sale statement, reviews, contents, prizes, author biography, promotional information, classification codes and distribution information table).
Short format without price	(as short format but without prices)
Full page	(same fields and layout as full page view)
Full page without price	(as Full page but without prices)

5. Select Exclude Images if you don't want jacket images in your document. Excluding images will reduce the file size and make printing faster.

6. Enter your page settings to include a page header, page title and page footer. Any default page

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settings previously set up in Preferences will display but if nothing is set in preferences the header and title will default to Nielsen BookData Online with a blank footer. Amend as required.

7. Click the submit button to print. The browser you are using will determine how the resulting file is copied to your local system, follow the prompts to save the file or select Open to view the RTF file in Microsoft Word (or other word processing package) or PDF file in Adobe Acrobat. Use the print option in Word or Adobe to print the document.

See also:
Quick Print

7.2 Quick Print

Use Quick Print to print search results in the same layout as the current view. The print output is PDF format, an electronic document that must be read with the Adobe Acrobat computer program.

From your search results page or list click the printer icon in the grey menu bar

After hitting the quick print button the download pop up displays with the options Open, Save or Cancel. Choose either Open then select the Adobe Print function to print or Save then find the document and print it.

The quick print option does not allow you to select records for printing, change the format or exclude images - if you want to do this use Save Results.

Browser Printing

Select the print option from your Browser (file, print or click printer icon). All records will print as the screen layout.

7.3 Export Results

The results of your search may be exported to a file on your local system to use in other applications, for example a spreadsheet.

Export files may be in Tagged ASCII or Delimited format, with a choice to include data from over 100 fields.

On the results pages you will see a tick box beside each title. Optionally select items, either individually or select all on page. Click the Save Results button to display the print, save or email options page.

Additionally you may subscribe to export in Marc format (see save results in Marc Format).

See also:
Export selected records
Creating export formats
Amending format
Delete format
Formats Available
Save Results in Marc Format

7.3.1 Export Selected Records

On the results pages you will see a tick box beside each title. Optionally select items individually or use select all on page. Click the Save Results button to display the print, save or email options page.

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A maximum of 1000 records may be exported at one time.

1. From the Print, Save or Email page select Output Type **save**.

2. Select File Type **Tagged ASCII or Delimited.**

3. Choose which records to print:

Selected records	(those ticked)
All records	(All records found on all results pages)
Unselected records	(those not ticked)
Page records	(only the page of results displayed currently)

4. Select **User Defined Format** and from the drop down list select the export format. The list will show all the formats you have created or click the **here** link to create a new format.

5. Click the submit button to save. The browser you are using will determine how the resulting file is copied to your local system, follow the prompts to save the file.

See also:
Creating export formats
Amending format
Delete format
Formats available

7.3.2 Creating Export Formats

Go to Preferences tab.

Select Export Formats (on the left of screen).

All your export formats are listed with their title and description. Click on New to create a new format.

Enter a name and description for your export format.

Select a file format, either Tagged ASCII or Delimited. If you select Delimited, also select what character you want the columns to be separated by choosing either comma, semi colon, tab, pipe or tilda and choose a text qualifier selecting either double quotes, apostrophe or none. Most spreadsheet applications will import a delimited format file (sometimes called csv format).

If you want your file to include a heading for each field output, select the Include Headers box.

Then select the fields you want to export by selecting the box beside the field name and enter the position number this field should be output in. So if you want ISBN13 to be in column one of your output file, tick the select box beside ISBN13 and enter 1 in the position box; to have Full Title as column two, tick the select box beside Full Title and enter 2 in the position box, and so on. You can enter sequence numbers as 1, 2, 3, 4, etc. or as 10, 20, 30, 40 so if you need to slot another field into your sequence you can do so without renumbering the whole form, for example enter 25 to put a field between 20 and 30.

Optionally, change the text for the field heading.

There are 5 blank fields which you can use to insert blank columns in your output file, for example, select Blank 1 and change the heading to Order Ref and your output file will have an empty column for you to enter your own data.

Save your format.

See also:
Export selected records

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Amending format
Delete format
Formats available
Fields available

7.3.3 Amending Format

Amending an Export Format

Go to Preferences tab.

Select Export Formats (on the left of screen).

All your export formats are listed with their title and description, click on the format name and the Define Export Format screen displays.

Make changes to the export format and save.

7.3.4 Delete Format

Deleting an Export Format

Go to Preferences tab.

Select Export Formats (on the left of screen).

All your export formats are listed with their title and description, click delete. Click OK to confirm. Deleted formats cannot be recovered.

7.3.5 Formats Available

There are three export formats available - Tagged ASCII, Delimited and RTF. Additionally you may subscribe to export in Marc format (see save results in Marc Format).

Tagged ASCII creates an output file that contains a short code to identify the field (if output headers selected) followed by the data then a carriage return/line feed, so each piece of data is on a separate line. Each record ends with a $ symbol. For example:

ISBN13 9781845531669
FTS Aimee Semple McPherson and the Making of Modern Pentecostalism
CNF1 Chas H. Barfoot
PUBN Equinox Publishing Ltd,SW11
$
ISBN13 9781857768565
FTS Airborne for the Duration: The Odyssey of the Ruptured Crab
CNF1 Eric Barfoot
PUBN Book Guild Ltd
$

Delimited creates a file with the data separated by the delimiter selected and optionally the text surrounded by a text qualifier. The text qualifier ensures that punctuation used within the bibliographic data is not interpreted as a column separator when the export file is imported into another application. If headings are selected these are output as the first row of data. Each records is separated by a carriage return/line feed. For example (column separator tilda, field delimiter double quotes):

ISBN13~FULL TITLE~FIRST CONTRIBUTOR FULL NAME 1~PUBLISHER NAME
"9781845531669"~"Aimee Semple McPherson and the Making of Modern Pentecostalism"~"Chas H. Barfoot"~"Equinox Publishing Ltd,SW11"
"9781857768565"~"Airborne for the Duration: The Odyssey of the Ruptured Crab"~"Eric Barfoot"~"Book Guild Ltd"

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7.3.6 Fields Available

The fields available to export are:

ISBN10
ISBN13
ISBN13 Hypenated
ISMN
EAN
Full title
Full title inverted
Leading article of title
Main text of title
Volume or part number
Title of volume or part
Subtitle of text
Year statement
Series title
Series part or volume number
Country of publication
First contributor full name
First contributor full name inverted
First contributor short name
First contributor short name inverted
First contributor Onix role text
All contributors full name
All contributor full name inverted
All contributor short name
All contributor short name inverted
All contributor Onix role text
Height along spine in mm
Width from spine to edge in mm
Spine width in mm
Weight in grams
Edition statement
Product format code
Product format text
Pagination
Illustrations
A statement of contained items
Imprint
Publisher name
Single language of text
Language statement
Translation statement
Nielsen audience readership code
Nielsen audience readership text
Interest age
Reading age
National curriculum for England key stage text
First BIC subject code
First BIC subject text
All BIC subject code
All BIC subject text
BIC qualifier code
BIC qualifier text
E4L Adult Fiction Code
E4L Adult Fiction Text
E4L Adult Non-Fiction Code

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E4L Adult Non-Fiction Text
E4L Childrens Codes
E4L Childrens Text
Dewey
Library of congress classification
Library of congress subject headings
Name as subject
National curriculum for England subject text

(If territory is UK or international)
Nbd brief description
Nbd full description
Nbd promotional information
Nbd table of contents list

(If territory is Australia)
Aus brief description
Aus full description
Aus promotional information
Aus table of contents list

(If territory is New Zealand)
Nz brief description
Nz full description
Nz promotional information
Nz table of contents list

(If territory is South Africa)
Sa brief description
Sa full description
Sa promotional information
Sa table of contents list

Prize details
Publisher publication date
Reissue date
Onix publishing status code
Onix publishing status_text
Local publisher name
Local publisher publication date
UK GBP price
Euro price
Australian Dollar price
New Zealand Dollar price
South African Rand price
US Dollar price
UK availability (Onix code)
Europe availability (Onix code)
Australia availability (Onix code)
New Zealand availability (Onix code)
South Africa availability (Onix code)
US availability (Onix code)
UK availability (text)
Europe availability (text)
Australia availability (text)
New Zealand availability (text)
South Africa availability (text)
US availability (text)
First UK distributor
All UK distributors
First Australia distributor
All Australia distributors

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First New Zealand distributor
All New Zealand distributors
First South Africa distributor
All South Africa distributors
First Europe distributor
All Europe distributors
UK wholesalers
Non-UK wholesalers
Blank field 1
Blank field 2
Blank field 3
Blank field 4
Blank field 5

7.3.7 Exporting to a spreadsheet

Create a Delimited export format. Most spreadsheet applications will accept the comma as the column separator and double quotes as the text qualifier. If headings are selected these are output as the first row of data in your spreadsheet.

Select the records to export and export using your chosen export format.

Follow your browser prompts to save the file to save to disk. The default file name is export.txt. Your browser may allow you to select where to save the file and allow you to change the file name. If you change the file extension from .txt to .csv you may find that you can open the file in your spreadsheet application immediately. This is because .csv (comma separated values) files are commonly associated with Microsoft Excel. If you have not used comma as the column delimiter you will need to create a .txt file.

To open a .txt file in your spreadsheet application, first start your spreadsheet application and select File, then Open the export.txt file on your computer. Follow the prompts selecting Delimited as the original data type; select the delimiter and text qualifier used; then set the data format for each column - leaving the default of general is usually acceptable but if you are exporting ISBN13 or ISBN10 you are advised to change that column to text so the ISBN displays correctly.

If you find your spreadsheet displays ISBN13 like 9.78186E+12 , highlight the ISBN column, select Format from the menu, select Cells, from the Number tab Number and change Decimal Places: to 0 (zero) and click OK.

If you find your spreadsheet has lost the leading zeros of ISBN10s, highlight the ISBN column, select Format from the menu, select Cells, from the Number tab select Custom, in the box immediately below Type: key in ten zeros (0000000000) and click OK. This will replace any missing leading zeros.

7.3.8 Save Results in Marc Format

If you have a subscription to save results in Marc format you will see a Save Results in MARC button on the results page following a bulk search or when viewing a list. If you don't see the Save Results in MARC button and want to download results in Marc format please contact the sales team in your region to discuss subscribing to this service.

To create a file to take records into your library management system run a bulk search or view a list:

1. click the Save Results in MARC button
2. select either UKMARC or MARC21 (unicode encoding) or MARC21 (MARC-8 encoding) *(see below)*.

3. choose which records to save:

Selected records	(those ticked)
All records	(All records found on all results pages)
Unselected records	(those not ticked)
Page records	(only the page of results displayed currently)

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4. click the submit button to save

The browser you are using will determine how the resulting file is copied to your local system, follow the prompts to save the file.

The resulting file has the file extension .mrc

MARC21 Encoding

The data held in a MARC record is represented by means of a character set for computer processing. For each graphic symbol that may occur, a binary code is provided consisting of two numbers or two letters or a number and a letter. Unicode (also known as MARC 21 UTF-8) allows correct representation of characters in all languages while MARC-8 (also known as MARC 21 ANSEL) provides an English language focused character set. Select the type of encoding that your library management system can convert. You will probably find that your library system will only convert one type of MARC21 file so if you select the wrong type your download file will not import successfully. If you are in doubt contact your library management system supplier for advice.

7.4 Email Results

The email option will email the results file to the entered recipient as an email attachment.

On the results pages you will see a tick box beside each title. Optionally select items, either individually or select all on page. Click the Save Results button to display the print, save or email options page.

1. From the Print, Save or Email page select Output Type **Email**.

2. Select File Type **RTF** (text document e.g. MS Word), **PDF** (format to open with Adobe Acrobat) or **Tagged ASCII or Delimited** (CSV, Spreadsheet)

3. Choose which records to print:

Selected records	(those ticked)
All records	(All records found on all results pages)
Unselected records	(those not ticked)
Page records	(only the page of results displayed currently)

4. Select the record format:

Single line summary	(same fields and layout as single line display)
Multi line summary	(same fields and layout as multi line display)
Short format	(As full page view but without rights information except any restricted sale statement, reviews, contents, prizes, author biography, promotional information and distribution information table).
Full page	(same fields and layout as full page view)
Full page without price	(as Full page but without prices)
User Defined Format (for CSV or ASCII file type only)	From the drop down list select the export format.

5. Select to Exclude Images from RTF or PDF formats. Excluding images will reduce the file size.

6. Enter the email address of the recipient in the To: box. Separate multiple email addresses with a comma.

7. The From: email will default to that set in Preferences. Amend as required.

8. Enter a subject heading and a message for the outgoing email.

9. Enter your page settings for RTF or PDF email attachment to include a page header, page title and

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page footer. Any default page settings previously set up in Preferences will display but if nothing is set in preferences the header and title will default to Nielsen BookData Online with a blank footer. Amend as required.

10. Click the submit button to send the email.

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Lists

Part VIII

8 Lists

With Lists you can accumulate lists of items of interest from different searches and even from different sessions. Once the you have finished accumulating items, the list can be printed, exported or emailed - in short it can be processed in exactly the same way as the results of a single search.

NB all saved lists will be available to all users who share the same User ID, whether you all login manually or use IP access.

See also:
Creating a List
Adding items to list
Viewing list
Delete items from list
Select / deselect items in list
Rename List
Delete List

8.1 Adding items to a list

On the results pages you will see a tick box beside each title. Select items individually or use select all on page.

Select the list to use from the names in the list drop down box or select New List to create a new list and click Add to List.

You will be returned to the results page and a message "The selected items have been added to the book list" displays.

You may add a maximum of 1,000 items per book list.

You can add items from one list to another list, see Viewing List.

See also:
Creating a List
Viewing list
Delete items from list
Select / deselect items in list
Copying a list
Rename List
Delete List

8.2 Creating a List

Run your search then create a new list from the search results page.

To create a list ensure New List is displaying as the list name then click the Add to list button. Key in a name and a description for you new list. Click Add. Any selected records on the results page are added to the new list. If you didn't select any records an empty list is created.

You will be returned to your search results page. The active list name displayed in the drop down box is the list just created.

You may create up to 50 lists.

The list which is in use at any given time is shown in the list drop down box on the Search Results

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page.

See also:
Adding items to list
Viewing list
Delete items from list
Select / deselect items in list
Copying a list
Rename List
Delete List

8.3 Viewing List

To view a list select Lists from the menu bar. All available lists are named with their description. Click on the name link to view the list.

The name of the list displays at the top left of the list results but otherwise you can view and work with the results the same as you can with other search results.

While viewing items in one list you can copy (add) items to another list. Select the items in the open list either individually or by clicking on Select all in list, then change the list name in the list names drop down box to the list you want the items copied to (select New List to create a new list) and hit the Add to List button. The items are copied to the chosen list.

Remember the list you are viewing displays in the top left of the screen, the list you are adding to displays in the list drop down box.

The database is continually updated and an item in your list may be removed from the database. If this happens the record will display the message "Record removed from database" together with the ISBN.

See also:
Creating a List
Adding items to list
Delete items from list
Select / deselect items in list
Copying a list
Rename List
Delete List

8.4 Delete items from list

First open your list. Select List Manager from the menu bar. All available lists are named with their description. Click on the name link to view the list.

On the View List results pages you will see a tick box beside each title. Select items individually or use select all in list. Click on remove selected.

The View Lists results will display a message "The selected items have been removed from the book list".

If you remove all items from the list the list will remain as an empty list. Use delete list to remove it completely.

See also:
Creating a List
Adding items to list
Viewing list
Select / deselect items in list

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Copying a list
Rename List
Delete List

8.5 Select / Deselect items in list

First open your list. Select List Manager from the menu bar. All available lists are named with their description. Click on the name link to view the list.

On the View List results pages you will see a tick box beside each title. Select items individually or use select all in list. Selected records will have a tick in the box.

To clear individual items, click on the select box and the tick is removed. Click on deselect all in list - all the ticks are removed, not just those on the current page.

Having selected the items in your list you can export them or copy them to another list

See also:
Creating a List
Adding items to list
Viewing list
Delete items from list
Copying a list
Rename List
Delete List

8.6 Copying a list

First open your list to copy items from. Select List Manager from the menu bar. All available lists are named with their description. Click on the name link to view the list.

On the View List results pages you will see a tick box beside each title. Select items individually or use select all in list. Selected records will have a tick in the box.

Change the list name in the drop down box to the list you want to add the selected items to or select New List to copy the items to a new list. Click Add to List. If New List was selected, key in a name and a description for you new list. Any selected records on the view list results page are added to either the chosen list or new list. You still have the original list and you also have another list containing the copied items. If you want to move rather than copy, then the records will still be selected after being added to the other list, so hitting Remove Selected will take them out of the original list on your screen.

Remember the list you are viewing displays in the top left of the screen, the list you are adding to displays in the list drop down box.

See also:
Creating a list
Adding items to list
Viewing list
Delete items from list
Select / deselect items in list
Rename List
Delete List

8.7 Rename List

To rename a list select List Manager from the menu bar. All available lists are named with their description. Click on edit name and the name and description pop up. Make your changes to the name and description and click Save. Each book list must have a different name.

See also:

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Creating a List
Adding items to list
Viewing list
Delete items from list
Select / deselect items in list
Copying a list
Delete List

8.8 Delete List

To delete a list and its contents select List Manager from the menu bar. All available lists are named with their description. Click on delete list then click OK to confirm. The list and its contents are deleted. Deleted lists cannot be recovered.

See also:
Creating a List
Adding items to list
Viewing list
Delete items from list
Select / deselect items in list
Copying a list
Rename List

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Orders

Part IX

9 Orders

Order tracking allows you to search for orders placed by TeleOrdering or sent to the associate distributors*, acknowledgements from over 13,000 suppliers and electronic delivery notes from the associate distributors*.

You will need a SAN (Standard Address Number) to use these services. Your login will determine what SAN's orders you see, so if you have more than one SAN you will need multiple logins.

To set up any of these services please contact your local Customer Services or Help Desk.

Alternately send us an email using the Feedback page with details of your SAN and the service(s) you wish to sign up to.

To buy a SAN please get in touch with the SAN Agency www.san.nielsenbookdata.co.uk

*Cambridge University Press, HarperCollins, Macmillan and TBS

See also:
Order Tracking
Order Tracking Search
Order Tracking Results
Ordering

9.1 Order Tracking

Use Order Tracking to search up to six months of your orders and up to two years of dued orders. Search for all orders or just those with problems. Search for orders with acknowledgements or delivery notes received recently.

You will need a SAN (Standard Address Number) to use these services. Your login will determine what SAN's orders you see, so if you have more than one SAN you will need multiple logins. Go to Preferences to see what SAN is associated with your login and whether the Order Tracking service is switched on.

See also:
Order Tracking Search
Order Tracking Results
Preferences

9.1.1 Order Tracking Search

If Order Tracking is enabled for your login, click the Orders tab to display the Order Tracking search form.

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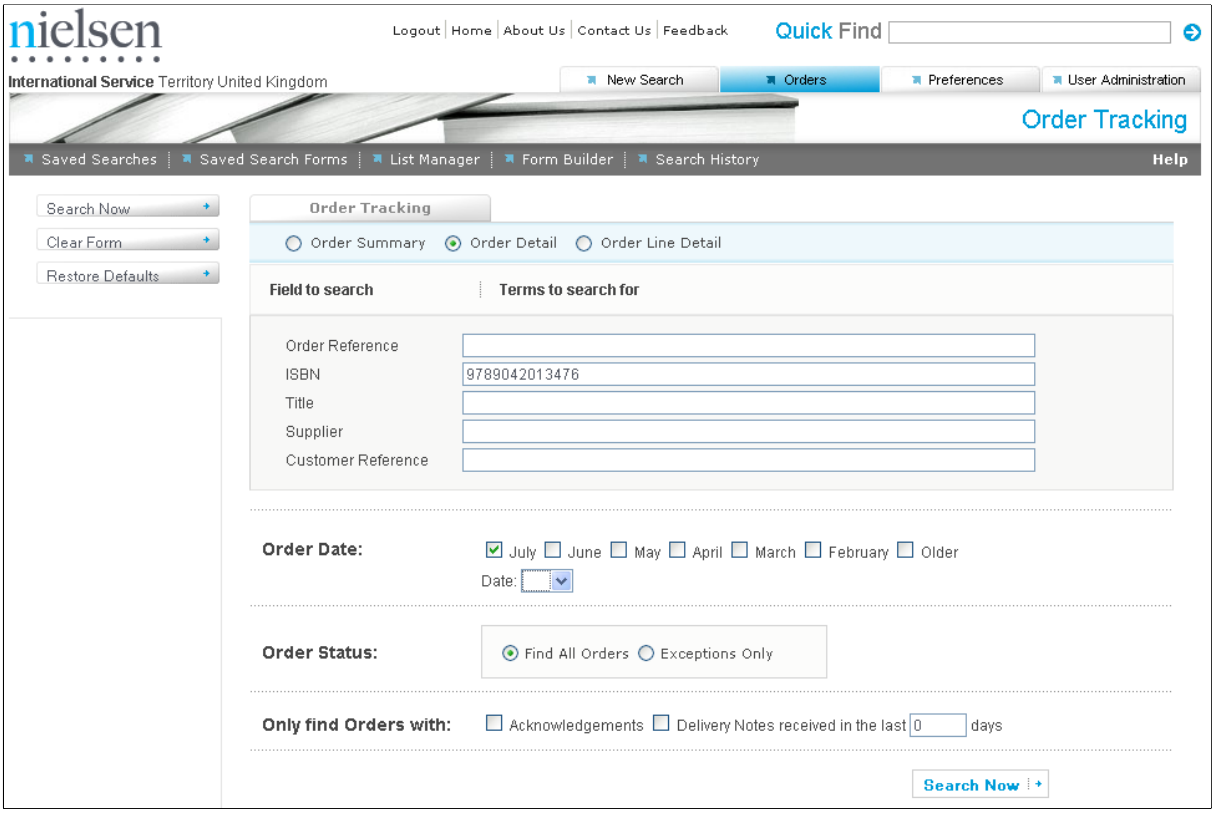

Select how to view the results - Order Summary, Order Detail, Order Line Detail. See Order Tracking Results.

Enter your search criteria in one or more of the fields - Order Reference, ISBN, Title, Supplier or Customer Reference.

> All search terms are and'd together. For example, if you search for Title handbook Supplier Cambridge the search will return results where the title contains the word handbook AND the supplier contains Cambridge. If you enter more than 1 word in a field the search will find orders where both the words appear adjacent to each other.
>
> Currently the search will simply find any order where the search term matches any part of the field searched. For example, a search for Title red will return orders with the word red, hundred, credit in the title. Also, the title is truncated to 30 characters only searches those 30 characters. If you have difficulty finding an order using a title search it may help to use Quick Find to locate the title and then use the found ISBN to search orders.

Select the month or months to search in. Only the last 6 months are available. Optionally select a day of the month from the drop down Date box. Select older to search for dued orders older than 6 months. *Note: you cannot select Older if you also select the Order Summary view or if you select a specific day.*

Select to find all orders or only those with an exception. Examples of exceptions are cancelled orders, orders that could not be routed by TeleOrdering, forthcoming and out of print books, price differences.

Select to only find orders with an acknowledgement and/or a delivery note received within your entered number of days (up to 31). For example, to find all new acknowledgements and delivery notes received yesterday, enter the number of days as 1.

Click Search Now to carry out the search.

The Order Tracking search form is populated with the search criteria set up in Order Tracking Preferences. Click Restore Defaults to re-populate the search form with the settings from

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preferences. Click Clear Form to clear the search form and set the system search defaults.

To set the Order Tracking search form as the first screen you see when logging on, set Order Search form as the system default page. See Preferences.

9.1.2 Order Tracking Results

There are three ways to display your Order Tracking results: Order Summary, Order Detail, Order Line Detail.

View **Order Summary** to display your order history, showing when you sent orders and how many accepted and rejected lines were received.

Log Date	Orderlines Placed	Orderlines Rejected	Source of Teleorder	Order Status
Monday 14 July 08 14:05:13	59	1	MAILBOX	Sent
Monday 14 July 08 10:11:14	84	1	MAILBOX	Sent
Saturday 12 July 08 15:09:26	11	1	MAILBOX	Sent
Friday 11 July 08 14:42:18	217	1	MAILBOX	Sent
Friday 11 July 08 11:05:16	16	1	MAILBOX	Sent
Thursday 10 July 08 14:11:51	189	1	MAILBOX	Sent
Thursday 10 July 08 09:01:13	7	1	MAILBOX	Sent
Wednesday 09 July 08 14:01:09	389	1	MAILBOX	Sent

Click on the date to display the **whole** order in Order Detail view.

Click on the heading Log Date to sort by log date, click again to reverse the sort. The default sort order is set in Order Tracking Preferences.

Click on Refine to return to the Order Tracking Search form to amend the entered search criteria.

View **Order Detail** to display the order lines with TeleOrdering, Acknowledgement and Delivery (EDN) status.

Order Ref	ISBN	Title	Order Date	Quantity	Price	Supplier	T/O	Ack	EDN
386052865	9780552156783	"Eggheads" Quizbook, The	31 May 2008	1	6.99	The Book Service	✓	?	
385794905	9781906489007	Tutankhamun's Cook Book	29 May 2008	1	3.99	World Heritage Books	✓	✓	
385616621	9780521676953	Clinical Anaesthesia Viva Book	29 May 2008	1	32.00	Cambridge University Press	✓	?	
385555075	9781405728065	Solicitors' Handbook, The	28 May 2008	1	50.00	Lexis Nexis Butterworths Tolle	✓	✗	
385372612	9781405080026	Macmillan Books for Teachers -	27 May 2008	1	16.95	Macmillan Distribution (MDL)	✓	✓	✓

Click on Order Ref to view the order line in Order Line Detail view. Or select Order Line Detail from the Switch View drop down box.

Click on the Supplier to display the supplier's name and address.

The T/O, Ack and EDN columns display an icon to indicate the status of the order. Position your mouse over the icon to see a description.

✗	An order line that will not be satisfied, TeleOrdering has been unable to send it to a supplier or the supplier has acknowledged that they are unable to send the items
✓ ?	There may be a problem with supply, for example the item is forthcoming or out of print - the mouse over text will tell you more.

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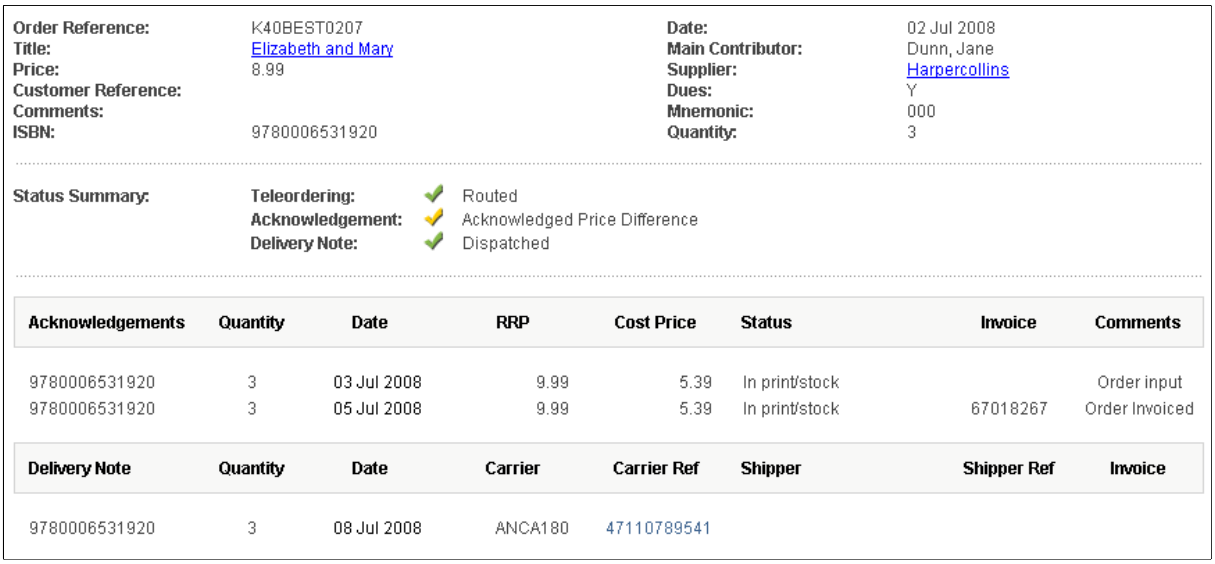
✔	order has been routed by TeleOrdering and/or accepted by the supplier and/or delivered.
blank	No icon in the T/O column means the order was not sent by TeleOrdering. No icon in the Ack or EDN column means that we haven't received this information from the supplier yet.

Click on a heading to sort, click again to reverse the sort. The default sort order is set in Order Tracking Preferences.

Click on Refine to return to the Order Tracking Search form to amend the entered search criteria.

Tip: To download this information into a spreadsheet, copy the orderlines displayed in Order Detail view and paste them in to an MS Excel spreadsheet using the Paste Special option and select text. To avoid having to copy and paste multiple pages if you have a lot of orderlines, in Order Tracking Preferences set the number of results per page for Order Detail to the maximum 200.

View **Order Line Detail** to see all the ordering, acknowledgement and delivery information for an individual order line.



Order Reference:	K40BEST0207	**Date:**	02 Jul 2008
Title:	Elizabeth and Mary	**Main Contributor:**	Dunn, Jane
Price:	8.99	**Supplier:**	Harpercollins
Customer Reference:		**Dues:**	Y
Comments:		**Mnemonic:**	000
ISBN:	9780006531920	**Quantity:**	3

Status Summary:

Teleordering:	✔	Routed
Acknowledgement:	✔	Acknowledged Price Difference
Delivery Note:	✔	Dispatched

Acknowledgements	Quantity	Date	RRP	Cost Price	Status	Invoice	Comments
9780006531920	3	03 Jul 2008	9.99	5.39	In print/stock		Order input
9780006531920	3	05 Jul 2008	9.99	5.39	In print/stock	67018267	Order Invoiced

Delivery Note	Quantity	Date	Carrier	Carrier Ref	Shipper	Shipper Ref	Invoice
9780006531920	3	08 Jul 2008	ANCA180	47110789541			

Click on the Title to display the full bibliographic details of this item.

Click on the Supplier to display the supplier's name and address.

The status icons display as above, together with the description.

Where there is a carrier reference link, click this to go to the carrier's web site to view the delivery information.

Click on Refine to return to the Order Tracking Search form to amend the entered search criteria.

Select Order Detail from the Switch View drop down box to view the results in Order Detail view.

9.2 Ordering

If you have a subscription to order you will see a View Basket link on the dark grey bar (next to Search

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History) and Preferences will show what SAN you are using and whether Ordering is on or off. If you don't see the View Basket link and want to place orders please contact the sales team in your region to discuss subscribing to this service.

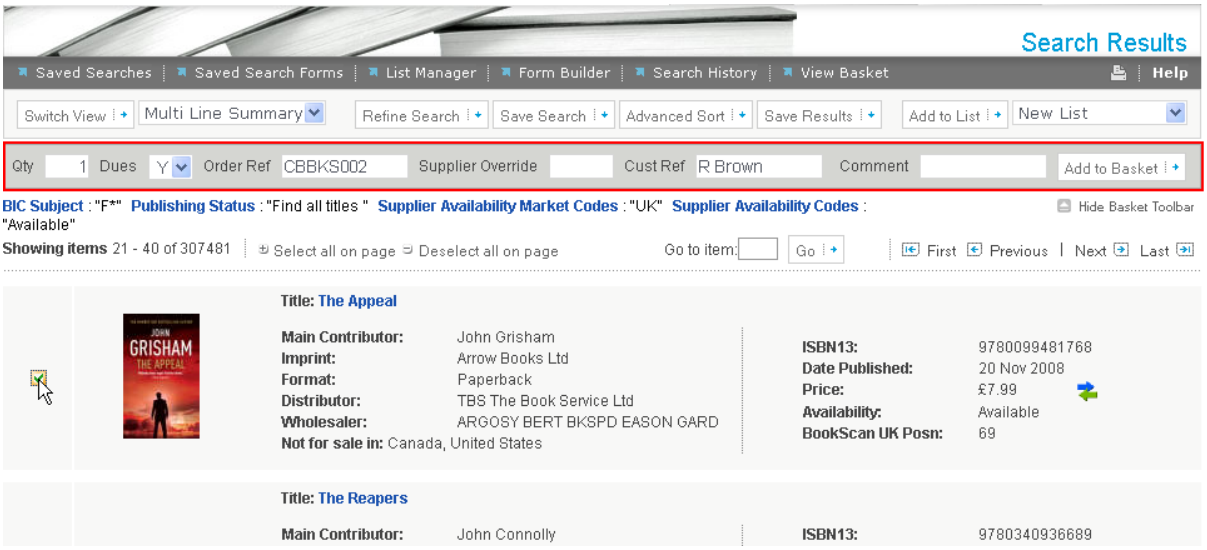
There are four ways to place orders:

Select item(s) from search results or a list and add them to the order basket.
Paste a list of ISBNs into the bulk order screen and add all items to the order basket.
Load the contents of a csv (comma separated) file in to the order basket.
Send a Telelink III format file.

See also:
Selecting items to order
Managing the order basket
Ordering from the order basket
Bulk Order Upload
Transferring an Order File

9.2.1 Selecting items to order from Search Results

If Ordering is enabled for your login, the Order Basket Toolbar will appear at the top of all search results pages and at the top of all lists (this can be switched on or off in Ordering Preferences). It can be toggled on or off when viewing search results by clicking Show/Hide Basket Toolbar.



The Quantity, Dues,Order Ref, Supplier Override, Customer Ref and Comments will be filled with the default values set in Ordering Preferences. If there are no preferences set, the Supplier Override, Customer Reference and Comment field will be blank. The Quantity field will display a default value of 1, Dues will be set to "Y" and the Order Ref will be set to ORD, followed by the date in year/month/day format.

To select items to add to the Order Basket, click on the check box against one or more titles. These can be selected on different pages of search results or lists, in Single Line Summary, Multi Line Summary or Full Record view.

If you wish, change the default values in the Order Line Toolbar. These will be added to each selected item when placed in the Order Basket (they can be changed when viewing the Order Basket before ordering).

Click on Add to Basket. The screen will display the number of items added and the total number of items that the Order Basket contains and will redisplay the search results. The check boxes are cleared.

A maximum of 1000 items can be added to the order basket.

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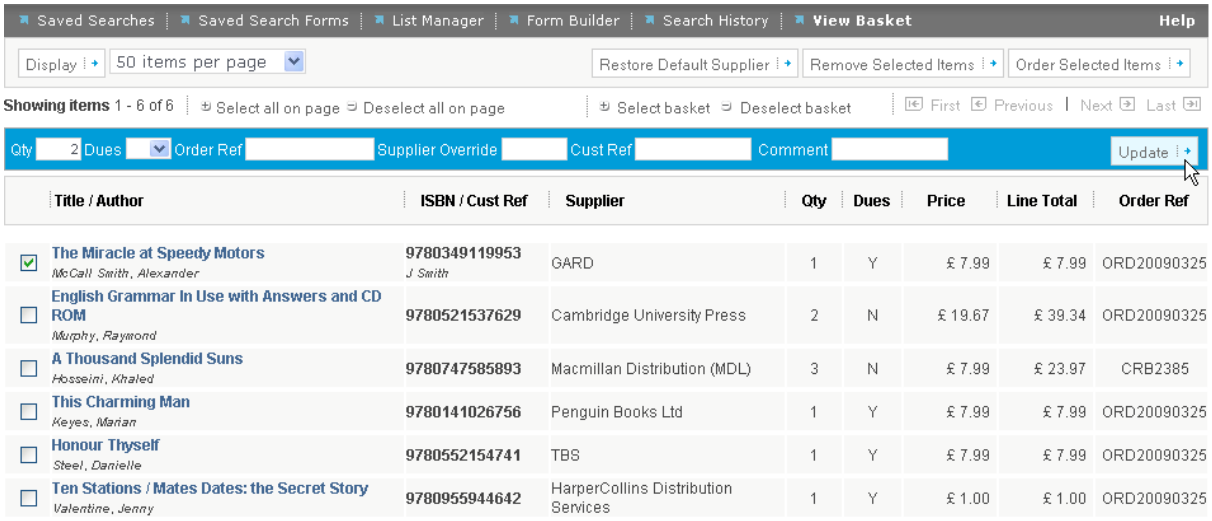
See also:
Managing the Order Basket
Supplier Override Codes
Characters permitted in references

9.2.2 Managing the Order Basket

If Ordering is enabled for your login, the Order Basket can be viewed by clicking on the **view basket** link on the toolbar.



Title / Author	ISBN / Cust Ref	Supplier	Qty	Dues	Price	Line Total	Order Ref
The Miracle at Speedy Motors *McCall Smith, Alexander*	9780349119953 *J Smith*	GARD	1	Y	£ 7.99	£ 7.99	ORD20090325
English Grammar In Use with Answers and CD ROM *Murphy, Raymond*	9780521537629	Cambridge University Press	2	N	£ 19.67	£ 39.34	ORD20090325
A Thousand Splendid Suns *Hosseini, Khaled*	9780747585893	Macmillan Distribution (MDL)	3	N	£ 7.99	£ 23.97	CRB2385
This Charming Man *Keyes, Marian*	9780141026756	Penguin Books Ltd	1	Y	£ 7.99	£ 7.99	ORD20090325
Honour Thyself *Steel, Danielle*	9780552154741	TBS	1	Y	£ 7.99	£ 7.99	ORD20090325
Ten Stations / Mates Dates: the Secret Story *Valentine, Jenny*	9780955944642	HarperCollins Distribution Services	1	Y	£ 1.00	£ 1.00	ORD20090325

You will see displayed all the items which have been added to the basket, with whatever Customer References, Quantities, and Order References you applied when selecting them from search results.

The Supplier column will display the the BookNet Default supplier or the Supplier Override code you added to the item when adding it to the order basket. If there is no BookNet Default supplier the supplier will be blank and your order will be rejected. If the supplier does not accept orders from Nielsen this will be indicated with the supplier name and your order will be rejected. A supplier may not accept orders for a variety of reasons, for example they have ceased trading, they have moved away and we don't have the new address, they only sell e-books, they have asked Nielsen not to send them orders. A search for the supplier may provide more information.

Changing Quantity, Dues, Order Reference, Supplier Override Code, Customer Reference and Comments on an item

To change these fields on one or more items, first select the items you wish to edit by checking the check box at the left hand end of the line or click on select all on page or select basket to select all items. Then type the new values in the blue Order Basket Toolbar. To leave a field unchanged on an item, leave the corresponding field on the toolbar blank. Then click on the Update button, which will apply the changes, and, if the quantity has been changed, update the Line Total.

Removing a Supplier Override code and restoring the BookNet Default Supplier

To remove a supplier override code from an item, select the check box on the item line or click on select all on page or click on select basket to select all items, and click on Restore Default Supplier. The code will be replaced by the name of the BookNet Default Supplier.

Removing items from the order basket

To remove one or more items from the Order Basket, select the check box on the item line or select all on page or click on select basket to select all items and click on Remove Selected Items.

Ordering from the Order Basket

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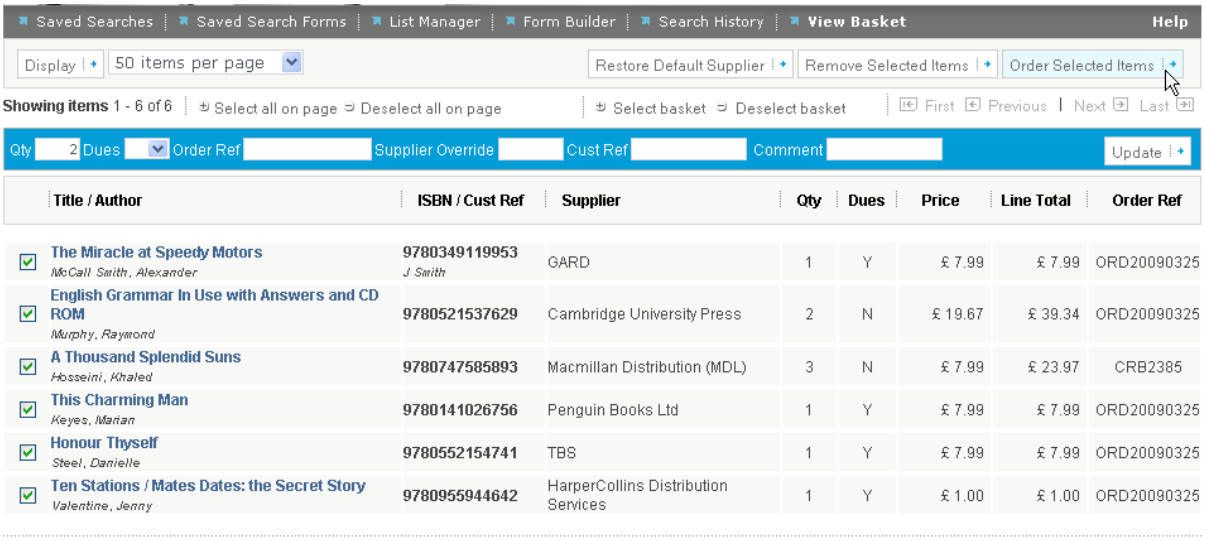
For a detailed guide to ordering from the Order Basket see Ordering from the Order Basket.

9.2.3 Ordering from the Order Basket



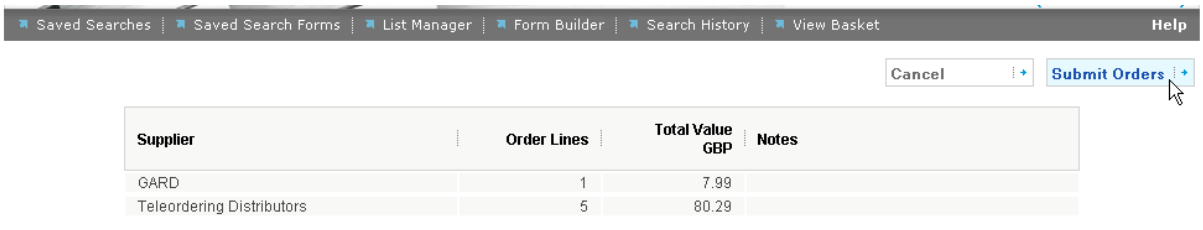
Prior to making an order you can adjust the details on any line you wish to order, see Managing the Order Basket.

Selecting Items in the Order Basket to order

To select an item to order, check the check box on the item line. Multiple lines can be selected over several pages of the Order Basket. For this reason, it may be advisable to click on Deselect Basket before choosing items to order, to prevent an item being ordered in error.

To order every item on a page, or the whole Order Basket, use the Select All on Page, or the Select Basket options.

Once the items have been selected, click on Order Selected Items to access the order summary screen.



Here a summary of the lines about to be ordered is displayed. Any lines being sent to the BookNet Default distributor appear under Teleordering Distributors, and there is a separate line for each Supplier Override code used in the selected lines.

IMPORTANT: Once an order has been submitted, there is no way to retract or cancel it. Check the details carefully before submitting the order. If in any doubt click Cancel to return to the Order Basket.

To submit the order click on Submit Orders. You will receive a message indicating that your order is being processed. The order lines that have been sent will have been removed from the order basket.

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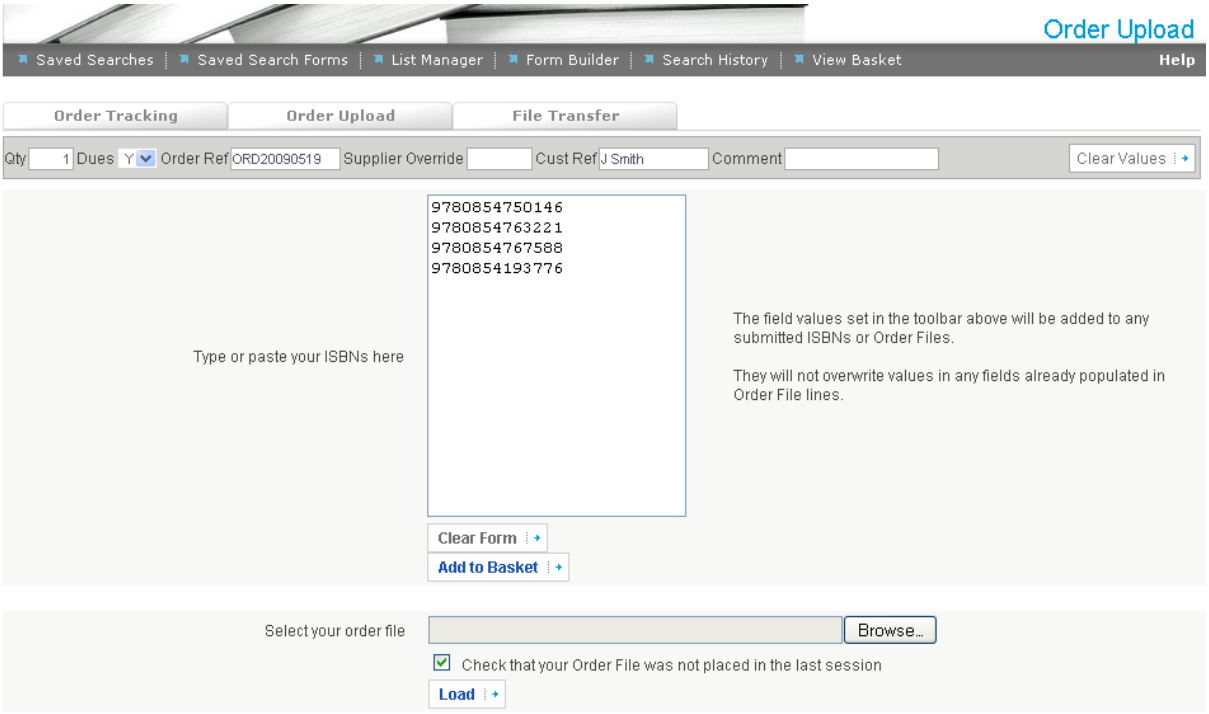
The progress of the order can be checked in Order Tracking.

Note: The supplier shown when you view basket is the BookNet default supplier correct at the time you added the item to your basket. BookNet TeleOrdering routing database is updated in real time so the order may be sent to a different supplier. Order Tracking will show the supplier the order was sent to.

9.2.4 Bulk Order Upload

The Bulk Upload screen can be accessed by clicking on the Orders tab, and then to Order Upload tab.


Order Upload
Saved Searches
Saved Search Forms
List Manager
Form Builder
Search History
View Basket
Help
Order Tracking
Order Upload
File Transfer
Qty 1 Dues Y Order Ref ORD20090519 Supplier Override Cust Ref J Smith Comment
Clear Values
9780854750146
9780854763221
9780854767588
9780854193776
Type or paste your ISBNs here
The field values set in the toolbar above will be added to any submitted ISBNs or Order Files.
They will not overwrite values in any fields already populated in Order File lines.
Clear Form
Add to Basket
Select your order file
Browse...
Check that your Order File was not placed in the last session
Load

Bulk ISBN Upload

To upload a list of ISBNs to the Order Basket, type or paste the ISBNs into the central box. ISBNs must be 13 digit. Any quantity, dues, order reference, Supplier Override code, Customer Reference or Comments entered on this screen will be applied to every ISBN you enter.

Once you have entered the ISBNs, click on "Add to Basket". The system will alert you if any of the ISBNs entered are invalid. If the ISBNs are all valid the order basket will display, and you select lines to send to Teleordering as normal (see Ordering from the Order Basket)

Uploading a CSV File

To upload a CSV file, firstly you need to set up the order of the fields of the file you intend to upload. Instructions on how to do this can be found under Ordering Preferences.

To upload the file, click on Browse, and locate the file to be uploaded. Any quantity, dues, order reference, Supplier Override code, Customer Reference or Comments will be added to the lines within the file, but will not overwrite existing values in these fields within the file.

The check box can be selected to check the order file has not been placed in the last session. This is to help prevent accidental duplication of orders.

Clicking on th Load button will upload the file, and will show a screen indicating the interpretation the system has made of the file. This can then be sent to the Order Basket, where lines can be selected to send to Teleordering as normal (see Ordering from the Order Basket).

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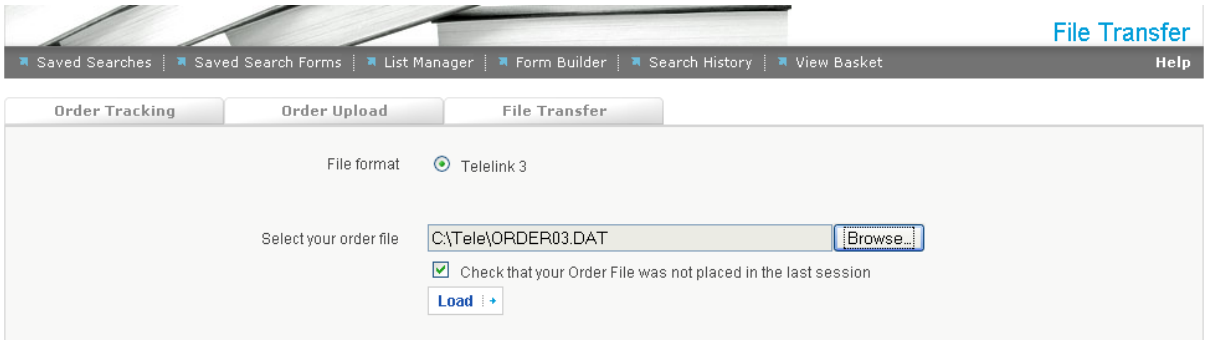
9.2.5 Transferring an Order File

If ordering is available for your login, then you can use this screen to transfer a TelelinkIII format file directly to Teleordering. To access this screen click on the Orders tab, and then the File Transfer tab.



To locate the order file, click on the Browse button and select the file.

The check box to ensure the file was not placed in the last session is selected by default. This is to stop duplicate files being submitted accidentally. Only deselect this if you are certain you wish to send a file again.

IMPORTANT: Order files loaded here are transferred directly to TeleOrdering, they are NOT uploaded to the Order Basket. Once submitted, there is no way to retract or cancel the order. Make certain you are uploading the correct file before clicking the Load button.

When you have ensured the correct file is selected, click on the Load button. You will receive a confirmation message to say the order is being processed. The order can then be tracked by clicking on Order Tracking.

See Also:
Telelink III Format

9.2.6 Supplier Override Codes

These codes enable customers to specify a supplier for an order. For example if you want to ensure that an order goes to a specific wholesaler you can enter the appropriate code as the supplier override for an order.

Please note that BookNet TeleOrdering routing database is updated in real time and is extremely accurate so customers are advised to rely on the routing database and only use supplier override codes by exception.

To see a list of valid codes http://www.nielsenbooknet.co.uk/controller.php?page=940.

9.2.7 Characters permitted in references

Only certain characters are permitted in the Order Reference, Customer Reference and Comment fields. These are:

A to Z	Uppercase A - Z
a to z	Lowercase a - z
0 to 9	All numbers
space	space
!	exclamation-point

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"	straight-double-quotation-mark
#	hash
$	dollar-sign
&	ampersand
'	apostrophe
(	left-parenthesis
)	right-parenthesis
*	asterisk
+	addition-sign
,	comma
-	subtraction-sign hyphen
.	full stop period
/	right-slash
:	colon
;	semicolon
<	less-than
=	equals
>	greater-than
?	question-mark
@	at-symbol
[	left-bracket
\	left-slash
]	right-bracket
^	hat circumflex caret
_	underscore
`	accent-grave
{	left-brace
|	logical-or vertical-bar pipe
}	right-brace
~	tilde

9.2.8 Telelink III Format

The TeleLinkIII Record Layout

The Telelink format is a proprietary order file layout for TeleOrdering that some bookseller systems output.

Please note that there is only a carriage return + line feed at the end of the file – **NOT at the end of each record.**
The size of the fields is expressed in COBOL terms, ie X = alpha-numeric, and 9 = numeric.

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Field	Size	Information
RECORD TYPE	X	">" for ISBN orders,
RECORD SEQUENCE	9(4)	Unique number for each order line, with leading zeroes i.e00019999
SAN	X(7)	As allocated by The SAN Agency
FILLER	X(2)	Spaces
ISBN	X(13)	
QUANTITY	9(4)	0001-9999
ORDER NUMBER	X(12)	
SOURCE	X(7)	See Below
PRICE	9(4)	V99 i.e £1.50 = 000150
DUES	X	"Y" or "N"
CUSTOMER ID	X(12)	
FILLER	X(2)	Spaces
COMMENT	X(20)	
TITLE	X(30)	
AUTHOR	X(15)	
PUBLISHER	X(7)	Spaces if an ISBN order
BINDING	X	Space if an ISBN order
STATUS 1	X	"T"
STATUS 2	X	Leave as a space

Notes:
1. The following fields are mandatory:

Record Type
Record Sequence
SAN
Filler
ISBN
Quantity
Order Number
Status 1

2. Source

If alphabetic this field MUST be a valid Supplier Override, left justified, padded to the right with spaces, and it should not contain numerics.

Sample TeleLink III format

```
>01009900300 97800010545920001carols     0000000000899Y          N                Racing Pigs and Giant
Marrows Pearson, Harry        T
>01019900300 97800018564480001carols     0000000000999Y          N                Sir Billy Bear and Other
FrienImpey, Rose          T
>01029900300 97800071004460001OrderRefNoXXGARD   000699YCustomerRefXN                Black House
            King, Stephen         T
```

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>01039900300 97800071109260002OrderRefNoXX 000699YCustomerRefXN Billy Stephenson, Pam T
>01049900300 97800071269650003OrderRefNoXX0000000001899YCustomerRefXN Murray Walker : Unless I'm VerWalker, Murray T
>01059900300 97801410047850005OrderRefNoXXPENGUIN000699NCustomerRefXN Death in Holy Orders James, P D T
>01069900300 97803304873820006OrderRefNoXX0000330000699YCustomerRefXN Jackdaws Follett, Ken T
>01079900300 97805521492350007OrderRefNoXX0000552000699YCustomerRefXN Veteran, The Forsyth, Freder T
>01089900300 97807181455450008OrderRefNoXX 001799YCustomerRefXN Keane : The Autobiography Keane, Roy T
>01099900300 97807472650090009OrderRefNoXX0007472000699YCustomerRefXN Flesh and Blood Kellerman, Jona T
>01109900300 97807472671029999OrderRefNoXXBERT 000599YCustomerRefXN Love and a Promise Andrews, Lyn T

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Preferences

Part

10 Preferences

The Preferences page allows you to change and store certain International settings for you and your organisation's use.

IMPORTANT NOTE: any changes you make to these settings will affect all users who share the same User ID, whether you all login manually or use IP access.

Click Submit to save any changes made.

Preference Options

Email Address
This is the email address we will send any emails alerting you of new titles. You can set up an email alert for saved searches. Entering your email address also ensures that you are able to share search results, via email, with colleagues and customers, through the Save Results function.

Territory
The territory will initially be set according to your subscription but you may change it here to display the data in a way relevant to the chosen territory. For example, select Australia and any Australian data will display first in summary views, the dollar symbol ($) will display instead of the currency code AUD and the Australian distributor will show on multi-line view. It will not affect the number of records returned by a search but just how those results are displayed.

The territory selected is displayed on every screen, below the Nielsen logo, along with the service you have subscribed to (International or United Kingdom).

Default Results Display Type:
Set the default for search results either Single Line, Multi Line or Full Page View.

Results Highlighting
Set on or off. On highlights the words in the record that match the search criteria you entered.

Results per Page
Set the number of records that return per page. Increasing the number of records will result in less pages of results so you won't have to click Next so much to see more but you will have to scroll down your page to see all the records. For single line enter a value between 2 and 200, for multi line enter a value between 2 and 50.

Maximum Index Results
Set the number of index results that return per page. Enter a value between 1 and 200. Increasing the number of index results will result in less pages of results so you won't have to click Next so much to see more but you will have to scroll down your page to see all the index results.

Default Sort Order:
Enter up to 4 fields to sort all search results by, either ascending or descending. See sort order.

Print Options:
Enter text to include a page header, page title, page footer and page numbering.

Ordering, Order Tracking and Real Time Supplier Data
Displays the SAN set up for this login and if the Ordering, Order Tracking and Real Time Supplier functions are ON or OFF.

Set the system default page, the search form to display when logging on. Select Product Search Form to display the bibliographic search form; select Orders Search Form to display the orders form.

For more Order Tracking preferences, select Order Tracking from the left-hand menu. See Order Tracking Preferences

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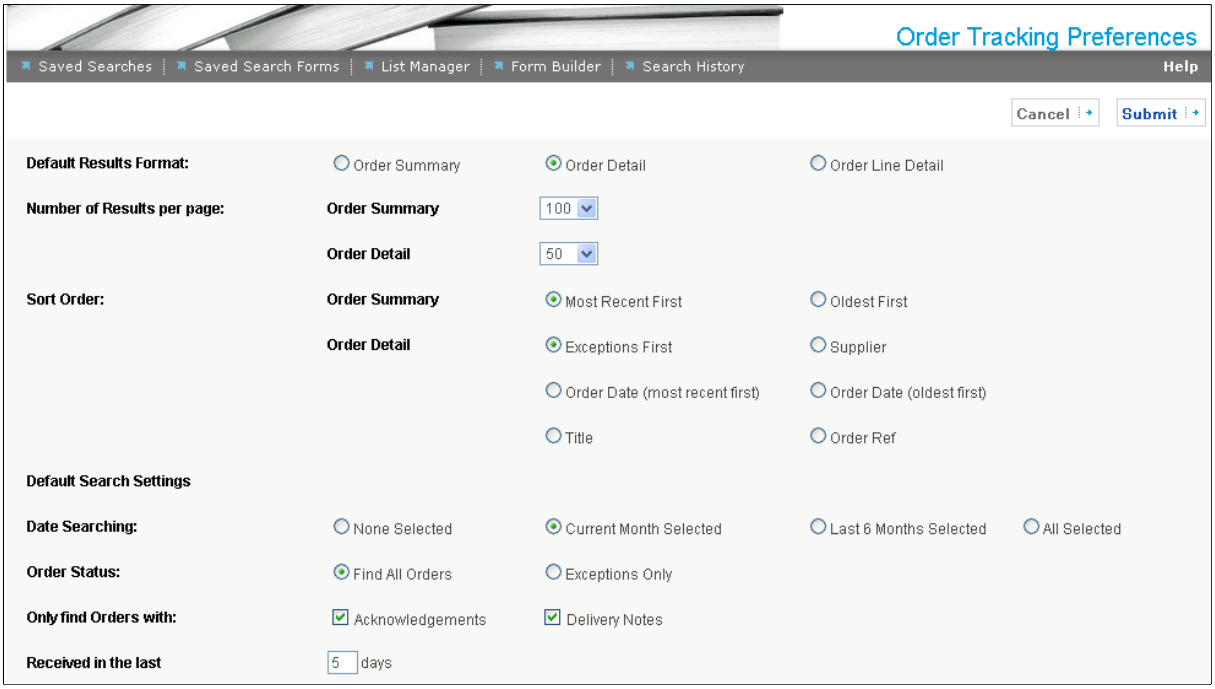
Change Password
Enter your old password and enter your chosen password twice (passwords are case sensitive). Remember a change of password will affect all users who share the same User ID. It will take up to 30 minutes for our password database to refresh and you will not be able to use the new password until this update has completed.

Export Formats
See creating export formats.

10.1 Order Tracking Preferences

The order tracking search form uses the preferences you set here to populate the order search form and when searching your orders.

Order Tracking Preference can be found by selecting the Preferences tab, then selecting Order Tracking from the left-hand menu.



Default Results Format
Select the default view for the order search results. Order Summary to show a history of when orders were sent; Order Detail for a summary of order lines; Order Line Detail for the full details of each individual order line. The default can be changed when using the order search form.

Number of Results per page
Select the number of results to display in Order Summary and Order Detail views - select 20, 50, 100 or 200.

Sort Order
Select an automatic sort order for results in Order Summary - most recent first or oldest first.

Select an automatic sort order for results in Order Detail - exceptions first, supplier, order date (most recent first or oldest first), title or order reference.

Date Searching
Select which months on the search form you want ticked by default - None (no months selected), Current Month (just current month selected), Last 6 months (last 6 months selected), All (last 6 months

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and older selected). The default can be changed when using the order search form.

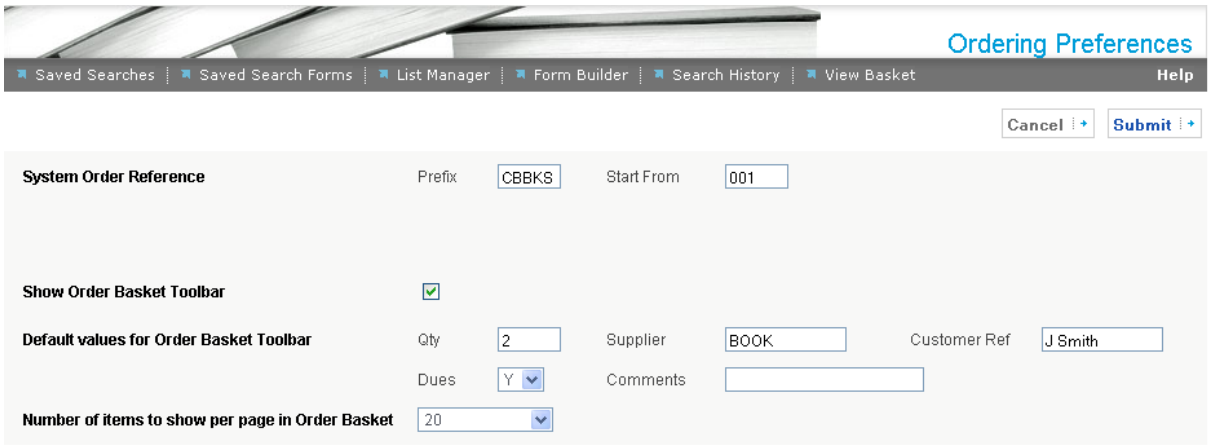
Order Status
Select Find All Orders to search all orders. Select Exceptions Only to search orders that have a problem. Examples of exceptions are cancelled orders, orders that could not be routed by TeleOrdering, forthcoming and out of print books, price differences. The default can be changed when using the order search form.

Find only orders with Acknowledgements/Delivery Notes
Select Acknowledgements and/or Delivery Notes and enter a number of days (up to 31) to only find orders with an acknowledgement and/or delivery note received within the set number of days. For example, to find all new acknowledgements and delivery notes received yesterday, enter the number of days as 1. The default can be changed when using the order search form.

10.2 Ordering Preferences

Preferences set on this screen will be used to automatically populate the fields on any items added to the Order Basket.

Ordering Preferences can be found by selecting the Preferences tab, then selecting Ordering from the left-hand menu.



System Order Reference
This sets the default order line reference for orders. The Prefix will be used to create the order reference for all items added to the Order Basket. The Start From value is a numerical field, this will set an initial number to be added to the Order Reference prefix. It will then increase by 1 every time order lines are submitted.

Show Order Basket Toolbar
This control determines whether the Order Basket Toolbar will automatically appear at the top of search results pages.

Default values for Order Basket Toolbar
This will set default values for the Order Basket Toolbar, which will then be added to any items added to the Order Basket from a search results page.

The Qty field will add a default quantity.

The Supplier field will add a default supplier override to the items placed in the basket. This can be used if you order exclusively from a single supplier. (See Supplier Override Codes for an explanation and a link to the list of supplier override codes).

The Customer Reference and Comment fields are text fields. Text entered in these boxes will be

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added to each item placed in the Order Basket.

Select dues Y so any items added to the order basket will have the Dues option set to Yes, indicating suppliers should record dues. Set to N so the dues field will be set to No.

The user has the option to change all the defaults set here when adding items to the Order Basket from a results page or list.

Number of items to show per page in Order Basket
This sets the default value for the number of items displayed on each page when you view the Order Basket.

Order Upload Format
This can be accessed by clicking on the Order Upload Format link on the left hand side of the preferences screen. Use this screen to set the order format you will use for uploading order files to the order basket.

Tick the fields your CSV file will contain, and number them in the order of the fields. If your CSV file has a header row, select the "Ignore Header Row" check box and the first row of your CSV file will be ignored.

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User Administration

Part

11 User Administration

Subscription owners (administrators) can create new users and reset existing users passwords.

Access User Administration from the tabbed menu. You will only see this tab if you logged in as a user assigned as Superuser.

The list of current users displays showing the user name and whether that user is a Superuser (administrator).

Select edit to reset a user's password and assign or remove administrator rights. Click Reset Password to change a user's password - the new password will display. You will need to inform the user of their new password (passwords are case sensitive). Select or deselect the Superuser box to assign administrator rights then click submit.

Select delete to delete the user. The user will no longer be able to log in and the Search History, Saved Searches and Lists will be lost for that Username. You cannot delete users that are not enabled for this subscription or are enabled for another subscription.

Select New to create a new user. Key in a username and a password. The user name and password may be up to 30 characters and they are case sensitive. The user name must be unique not just within your organisation but for all users so an error message will display if the user name entered has already been used. Select the Superuser box to assign administrator rights to this new user. Submit the changes. You will need to inform the user of their user name and password, remembering they are case sensitive.

You do not need to assign a username to each individual who uses the service. You can create a username for the whole organisation, a department, section, branch, etc. so whoever logs in with the username has the same preferences and has access to the same saved searches, search forms, lists and search history.

Your subscription sets the limit for the **maximum concurrent users** (number of users actually logged in at the same time). If more than the maximum number attempts to log in a warning message will display. To continue with the log in someone else will have to log off or you can force the closure of the oldest user session by clicking Yes on the Maximum concurrent users error page. The person using this session will be logged out. This could be one of your colleagues who is in the middle of a search, please check with them before choosing this option.

The number of users set up in User Administration is not limited, you may have a subscription limit of say 5 concurrent users but you can set up 10 different usernames to provide different users with their own preferences and saved data when they log on.

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Part XII

12 Troubleshooting - Error Messages

Maximum concurrent users limit reached

Your subscription sets the limit for the maximum concurrent users (number of users actually logged in at the same time). If more than the maximum number attempts to log in a warning message will display. To continue with the log in someone else will have to log off or you can force the closure of the oldest user session by clicking Yes on the Maximum concurrent users error page. The person using this session will be logged out. This could be one of your colleagues who is in the middle of a search, please check with them before choosing this option. Users should click **Logout** when they have finished using the service to close their session. Sessions will time out automatically after 3 hours of inactivity. If you do not have enough licences contact the sales office in your region to obtain more

No books found

There are no books matching your search. Try broadening your search, if you have entered many criteria take one or more out. See troubleshooting - no search results..

No search criteria specified

A search has been run without anything entered in any of the search fields. Type something in this time.

The number of days for recently added records must be a number

Something has been entered in the New Title Search which does not match a full number of days e.g. 1.5 or a letter. Enter a whole number e.g. 10.

Your search failed due to incorrect search syntax

The search criteria you entered is invalid. See Complex Searches.

Your search criteria are too broad please refine your search

You have entered criteria into a field that is usually used to refine a search and the range entered needs to be reduced. Alternatively remove the price/date range criteria and sort your results by price/date.

Unable to save to Search History - too many search terms

The search criteria you entered was too long to save in search history (maximum 250 characters). Your search will run and display search results but you will not find your search listed in Search History. If you are searching for multiple ISBNs you may find it easier to use Bulk Search.

Your search failed due to an error

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Check you have entered valid search criteria and try searching again.

There is a known issue where if the system is left inactive for some time, the next activity causes this error message. Please ignore the error but hit the Back button on your browser, then refresh the screen using the Refresh button, the Reload button or hit F5. You may have to agree to resubmit the data then you can continue where you left off.

If the error persists there may be a system error. If you need further assistance please contact Technical Support in your country.

Please enter a search term

To browse an index you need to enter a search term which can be a whole word or part of a word. Type something in the stem box.

No matches found

There were no terms in the index that matched the stem you entered. Try entering less, you can search on part words.

Maximum Export Quantity Exceeded

You tried export more than 1000 records. Select less records to export in one go.

User name is already in use, please choose a different one.

The user name must be unique not just within your organisation. Another customer is already using the user name selected so please enter a different one.

User is not enabled for this subscription, unable to delete.

This user within your organisation is not allowed to use this subscription but they do have access to other Nielsen Book services so as administrator of this subscription you cannot delete this user.

User is enabled for other subscription(s) unable to delete.

This user within your organisation has access to other Nielsen Book subscriptions so as administrator of this subscription you cannot delete this user.

Feedback Form - An Error Has Occurred. Please Contact an Administrator

Your message is more than 2000 characters, please shorten your message.

Invalid Supplier Override Code

See Supplier Override Codes.

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Invalid character in field x please see <help link> for full list of permitted characters

Only certain characters are permitted in the order reference, customer reference and order comment fields click here to see list.

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FAQ

Part XIII

13 FAQ

Frequently Asked Questions

If you don't find the answer to your question here or within the help text please use the online Feedback page.

How do I sort by BookScan Bestsellers?
From your search results select Advanced Sort and in the first sort field drop down list select BookScan Chart and select ascending. This sorts your result set by either the UK or Australian BookScan Weekly Chart. The sales position displays in the multi-line and page views. If more than 100 records of your result set are found in the weekly chart Sold this week will display instead of the sales position for records 101 onwards . Records in your result set not in the chart are either unsorted or sorted according to the other fields and directions selected. BookScan Chart data is available for UK and Australia territories only (see preferences). For more information see BookScan Chart Sort.

What is Auth-Titl Code?
This is one of the quickest ways to search for a record using the first four characters of the author's surname along with the first four words in the title separated by a hyphen (-).

If either the author's surname or the title are less than four characters only put in the available letters of the surname or title's first word (ie BROW-DA for Dan Brown's Da Vinci Code). Leading articles in titles such as "The", "A" or "An" are ignored.

What are BIC Codes?
Book Industry Communication codes. The BIC Standard Subject Categories & Qualifiers scheme is the standard classification scheme for the UK book trade and other English language markets. For more information on BIC, go to http://www.bic.org.uk.

What is LC Subject Heading?
Library of Congress Subject Headings. The Library of Congress Subject Headings (LCSH) comprise a thesaurus (in the information technology sense) of subject headings, maintained by the United States Library of Congress, for use in bibliographic records.

What is LC Class?
Library of Congress Classification The Library of Congress Classification (LCC) is a system of library classification developed by the Library of Congress. It is used by most research and academic libraries in the U.S. and several other countries — most public libraries and small academic libraries continue to use the Dewey Decimal Classification (DDC). It is not to be confused with the Library of Congress Subject Headings.

What is NC Subjects?
National Curriculum for England Subject Text.

What are E4L Codes?
E4Libraries Category Headings - library-oriented category headings applicable across the full range of Adult Non-Fiction, Adult Fiction and Children's / Young Adult stock. For more information see E4 Libraries.

Why do some fields display as a simple text box and others a block of tick boxes?
A search block is a field where we have listed all the options available and you select the options you want. These fields don't have many options so we can easily show them all. The search block fields are usually used to filter you main search criteria entered in the text box fields.

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When I view UK data some prices display in US dollars?
If your subscription is for UK coverage only, titles that are *available* (product availability status) in the UK are returned by your search. The title may not have a UK price so the main price, usually the country of publication currency, displays.

Some of the information about a book in out of date or wrong?
Please complete the online feedback report, selecting the subject bibliographic data and we will look into it.

Why does the User Name and Password screen pop up when I am already logged on?
If you don't use the service for more than 3 hours you will be logged out, the screen won't change until you try to do anything, a search for example, then you will be prompted to log in again. As this is a subscription service this is a security feature to ensure that someone else doesn't access the service if you forget to log out.

How do I find large print books?
If Edition Type is not on your product search form use quick builder to add Edition Type. Enter large as the edition type search criteria. This will find titles that have an edition type of Large Print and Large Type.

How do I search for publication date?
See Publication Date Searches.

How do I make the text on the screen larger?

Use your browser to increase the text size:
Increase press Ctrl +
decrease press Ctrl -

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Feedback

Part XIV

14 Feedback

If you find a problem or need further assistance please complete the online feedback form. This will send a message to the Technical Support team in your country or region who will reply to you directly.

Select a feedback subject from the drop down list and enter a message. Enter your contact details, select your region, then click submit. If you have encountered a system error please let us know what browser you were using and details of any error messages that displayed. If you are reporting a problem with bibliographic data please include the ISBN.

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Contact Us

Part XV

15 Contact Us

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